Human Resources
UNIVERSITY OF SOUTH CAROLINA

Department Request for Background Check E-Link
Affiliate, Volunteer, Special Circumstance Form Only

Reset Form

To Be Completed by Department		
Date:	From:	Department
Phone #:	Fax #:	Requester Email:

Person to be Screened		
Legal First & Last Name:	Phone #:	Email:
Type of Person:	If Affiliate, please choose type of Affiliate (If Other describe below):	

If Special Circumstance was chosen, please explain the reason:
***Examples of special circumstances are re-certifications, audit, summer camp, and employees working with minors.**

The selections below indicate applicable checks to be performed:

☐ Standard New Hire Background Check – Conducted for all individuals covered by the university's Job Reference and Background Checks Policy HR 1.90 – to include:

Criminal Conviction Check – County, State and Federal
National Criminal Insight Check (includes Sex and Violent Offender Registry Check)
Social Security Verification Check
Employment Reference Check (to be completed by department – see Section E of HR 1.90)

☐ Optional Background Checks – Select the appropriate optional background check. These are usually for faculty and key leadership, finance and access positions, or positions which require a professional license/certification.

- ☐ Professional License/Certification Verification – Check this box if this position requires a Professional License/Certification Verification
- ☐ Credit History Check – Check this box if this position requires a Credit Check
- ☐ Education Verification – Check this box if this position requires a bachelor's degree or above
  List the Degree to be Verified:
- ☐ State Driver's License Verification – Check this box if this position requires an applicant to drive a university vehicle.
- ☐ Employment Verification

☐ The student requires a **Drug Screen for school practicum or externship.** What panel is required?

Provide complete PeopleSoft Funding information:

Operating Unit	
Department	
Fund	
Account	52070
Class	
Project ID	
Proj. Costing Bus Unit	

Signature of person requesting the background check:

Please submit this form to the **Background Screening Office**, by emailing **background@sc.edu**. If you have specific questions or concerns that our team can help you address, please contact the Background Screening Office by calling 803-777-6650.