

AUTHORIZATION TO CONDUCT

 CRIMINAL HISTORY RECORD INVESTIGATION

**All fields must be completed by department requestor. Incomplete forms cannot be processed.**

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| **\*HIRING DEPARTMENT INFORMATION\*** |
| **Job Title** |       | **Position Number** |       |
| **Posting Number** |       | **Cost Center** |       |
| **Department** |       | **College** |       |
| **Division** |       |
| **Department Contact** |       |
| **Department Contact Email** |       |
| **\*CANDIDATE INFORMATION\*** |
| **Candidate Name** |       |
| **Candidate Email** |       |
| **CLEARANCE TYPE**[ ]  **Employment Only**[ ]  **Student Worker**[ ]  **Procurement/Travel Card Clearance Only**[ ]  **\* Employment & Procurement/Travel Card Clearance** \* *If a new employee will obtain a Procurement/Travel Card within six months of hire a clearance for both should be requested* |