Instructions on Filling Out Background Check Forms

Form A – Fingerprint Authorization Form
Reserve fills in:
• Name of Employee and Date of Birth
• Check whether or not employee/volunteer will be paying the cost of fingerprinting
• Check whether or not employee/volunteer will be fingerprinted on campus or not
• Under Account Number in Section 3 enter Cost Center

NRS Campus Office will fill in the rest of the form and submit it to HR for you.

Exception: if Employee/Volunteer is being fingerprinted on campus they need to take this form with them. Have employee/volunteer stop by NRS Campus Office for a signed copy of this form to take with them, or arrange for NRS Campus Office to send a signed copy over to Campus Police Scanning Unit several days before the appointment date.

Form B – Background Check Form
There are English and Spanish versions of this form available.
Reserve fills in:
• Position Working Title (UCSB job title, or volunteer)
• Department (Natural Reserve System)
Volunteer/employee fills in the rest.

Form C – Authorization to Release
Volunteer/employee fills in.

Form – Live Scan Request Form
Reserve fills in:
Section 1: ORI-A1740; Type of Application-Volunteer or Employee; Job Title-only for employee (UCSB official job title)
Section 2: Agency-UC Santa Barbara Human Resources; Street-3101 SAASB, UCSB; City/State/Zip-Santa Barbara, CA 93106; Mail Code-05942; Contact Name-Melinda Crawford; Contact Phone: 805-893-5781
Section 3: Misc. No. BIL: 130043
Section 4: Level of Service: DOJ

Volunteer fills in the rest of the information in Section 3.
Leave remainder of the form blank.