

## 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.