Listed below are Background Check Package options which are in compliance with the CSU policy. **Please submit requests through the CHARGEBACK SYSTEM.** For additional info:

**WEB:**  [www.csun.edu/hr/background-check-policy](http://www.csun.edu/hr/background-check-policy)  
**EMAIL:**  backgroundchecks@csun.edu

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**BACKGROUND CHECK PACKAGES**

A Background Check MUST INCLUDE ALL 4 COMPONENTS and MUST BE CLEARED by HR PRIOR TO STARTING employment. The four components include:

1) **EMPLOYMENT VERIFICATION**  
2) **EDUCATION VERIFICATION (EDU)**  
3) **REFERENCE CHECK (REF)**  
4) **CRIMINAL RECORDS CHECK**

The department is responsible for providing omitted package items (i.e. copies of reference checks for pkg. 3) and working with HR to ensure ALL 4 components have been cleared.

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<table>
<thead>
<tr>
<th>PACKAGE</th>
<th>TYPE</th>
<th>INCLUDES</th>
<th>COST</th>
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</table>
| 1       | Full Background Check | ● Criminal Check  
         |         | ● Employment Verification  
         |         | ● Education Verification  
         |         | ● Reference Check | $70.38 |
| 2a or 2b | Full Livescan Check | ● Sex Offender Registry Check  
         |         | ● Employment Verification  
         |         | ● Education Verification  
         |         | ● Livescan Fingerprinting through Police Services | $102.49 (2a – DOJ Only)  
         |         |         | $119.96 (2b – DOJ & FBI) |
| 3       | Background Check (NO REF) | ● Criminal Check  
         |         | ● Employment Verification  
         |         | ● Education Verification | $50.35 |
| 4a or 4b | Livescan Check (NO REF) | ● Employment Verification  
         |         | ● Sex Offender Registry Check  
         |         | ● Livescan Fingerprinting through Police Services | $92.48 (4a – DOJ Only)  
         |         |         | $109.94 (4b – DOJ & FBI) |
| 5       | Criminal Only | ● Criminal Check | $29.54 |
| 6a or 6b | Livescan Only | ● Employment Verification  
         |         | ● Sex Offender Registry Check  
         |         | ● Livescan Fingerprinting through Police Services | $55.49 (6a – DOJ Only)  
         |         |         | $72.95 (6b – DOJ & FBI) |
| 7       | Employment Only | ● Employment Verification  
         |         | ● Education Verification | $21.83 |
| 8       | Background Check (NO EDU) | ● Criminal Check  
         |         | ● Reference Check  
         |         | ● Employment Verification | $65.25 |
| 9       | Criminal & Employment (NO EDU / NO REF) | ● Criminal Check  
         |         | ● Reference Check  
         |         | ● Employment Verification | $45.21 |
| 10 a or 10b | Livescan, Employment & References (NO EDU) | ● Employment Verification  
         |         | ● Sex Offender Registry Check  
         |         | ● Livescan Fingerprinting through Police Services | $97.36 (10a – DOJ Only)  
         |         |         | $114.82 (10b – DOJ & FBI) |
| 11      | Criminal & Education (NO EMPL / NO REF) | ● Criminal Check  
         |         | ● Reference Check  
         |         | ● Education Verification | $45.24 |
| 12      | Education, Employment & References (NO CRIM) | ● Criminal Check  
         |         | ● Employment Verification  
         |         | ● Education Verification  
         |         | ● Reference Check | $28.28 |

**NOTE:** Livescan is required for all individuals who will have contact with minors at a CSU Camp/Clinic and for individuals required by law (i.e. Sworn CSU Police Personnel, Police Officer Cadets & Dispatchers, positions with access to stored criminal offender record information, and positions with access to patients, drugs or medication).

**Additional Job Specific Check:**  
Credit Check - $4.00

**Breakdown of What the Background Checks Include:**

**Criminal Check**  
- Nat'l Address Locator/Social Security Number (SSN) Trace  
- 7 year Federal Criminal search all districts identified in SSN Trace  
- All compliance letters (includes SBJ, and Adverse Letters)  
- 7 year Felony/Misdemeanor search in all counties identified in SSN Trace (Unlimited counties)

**Livescan Fingerprinting**  
- DOJ – Statewide Criminal Database (Fingerprint matching)  
- FBI – National Criminal Database (Fingerprint matching)

**Employment Verification**  
- Employment Verifications (for all employers listed in last 5 years)

**Reference Check**  
- Two professional reference checks, utilizing 7 standard questions.  
  Additional references may be conducted at a charge of $9.75 per reference.

Revised 10/2018