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.

<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  
● Reference Check | $84.46 |
| 2a or 2b | Full Livescan Check | ● Sex Offender Registry Check  
● Employment Verification  
● Livescan Fingerprinting through Police Services | $122.99 (2a – DOJ Only)  
$143.95 (2b – DOJ & FBI) |
| 3       | Background Check (NO REF) | ● Criminal Check  
● Employment Verification  
● Education Verification | $60.42 |
| 4a or 4b | Livescan Check (NO REF) | ● Employment Verification  
● Sex Offender Registry Check  
● Livescan Fingerprinting through Police Services | $110.98 (4a – DOJ Only)  
$131.93 (4b – DOJ & FBI) |
| 5       | Criminal Only | ● Criminal Check | $35.45 |
| 6a or 6b | Livescan Only | ● Livescan Fingerprinting through Police Services | $55.49 (6a – DOJ Only)  
$72.95 (6b – DOJ & FBI) |
| 7       | Employment Only | ● Employment Verification  
● Sex Offender Registry Check | $26.20 |
| 8       | Background Check (NO EDU) | ● Criminal Check  
● Reference Check  
● Employment Verification | $78.30 |
| 9       | Criminal & Employment (NO EDU / NO REF) | ● Criminal Check  
● Employment Verification | $54.25 |
| 10 a or 10b | Livescan, Employment & References (NO EDU) | ● Employment Verification  
● Sex Offender Registry Check  
● Livescan Fingerprinting through Police Services | $116.83 (10a – DOJ Only)  
$137.78 (10b – DOJ & FBI) |
| 11      | Criminal & Education (NO EMPL / NO REF) | ● Criminal Check  
● Education Verification | $54.29 |
| 12      | Education, Employment & References (NO CRIM) | ● Education Verification  
● Employment Verification  
● Reference Check | $33.94 |

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)  
● Nat’l Criminal Database search  
● Nat’l Sex Offender Database  
● Name Search: One name plus up to 3 aliases |
| 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)  
● Verification of highest degree (inputted by candidate) |
| Reference Check | ● Two professional reference checks, utilizing 7 standard questions.  
Additional references may be conducted at a charge of $9.75 per reference. |

Revised 12/2019