## Background Check Package Selection Tool

### Position Specs:
- **New Staff/Student/Faculty hire**, some transfer employees, and some non-employees as defined in, Policy 4.15.
- **New Staff/Faculty hire, and some transfer employees, that are sensitive/critical positions with extensive authority/financial resources/extensive fiduciary responsibility**
- **New Staff/Faculty hire, and some transfer employees, that will drive a vehicle on University business, regardless of frequency of use**
- **New Staff/Faculty hire**
- **Internal Transfer/Promotion or New OSUWMC Staff/Faculty hire that will drive a vehicle on University business, regardless of frequency of use**
- **Any hire working at the Wexner Medical Center or Wilkes Student Health Center; working in activities/programs with minor participants; working at the OSU Child Care Center or Schoenbaum Family Center; and/or as defined in, Policy 4.15.**

### Estimated Turnaround Time (ETA)*
- **1-3 business days**
- **1-3 business days**
- **1-3 business days**
- **2-5 business days**
- **2-5 business days**
- **1-3 business days**
- **1-3 business days, but up to 30-45 days**
- **2-5 business days**
- **2-5 business days**
- **2-5 business days**
- **2-5 business days**

### Social Security Verification
- X
- X
- X
- X

### National Criminal File PLUS [Sex Offender Registry]
- X
- X
- X
- X

### County Felony & Misdemeanor**
- X
- X
- X
- X

### Motor Vehicle Registration (MVR)
- X
- X
- X

### Credit Check
- X

### Education Verification (EDU)**
- X
- X
- X

### Employment Verification (EMP)**
- X

### Professional License Verification (LIC)**
- X

### Fingerprint BCI/FBI Background Check
- X

*Estimated completion dates are based upon the service average and are subject to change at any time. International searches within a First Advantage report will impact the turnaround time.

**International [criminal & verification] services included in package selections. Search availability is subject to change.

***The turnaround time for a fingerprint background check will vary depending on the record type. Individuals with a clear record can complete within 1-3 business days. Individuals with a potential record will take 30-45 calendar days to process with the Bureau of Criminal Investigation (BCI).