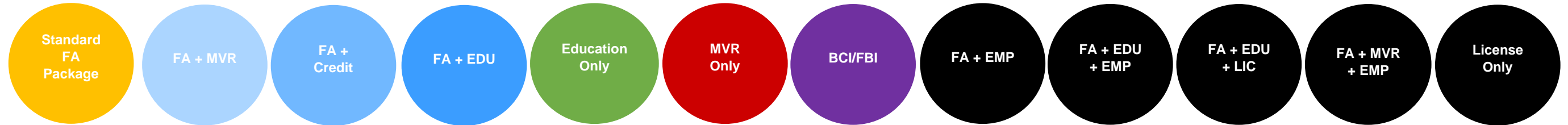


Background Check, Policy 4.15

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 . <i>If new OSUWMC hire, do not run Standard FA, but BCI/FBI</i>	Required for any hire that will drive a vehicle on University business, regardless of frequency of use <i>If new OSUWMC hire, run MVR Only package in addition to BCI/FBI</i>	New Staff/Faculty hire, and some transfer employees, that are sensitive/critical positions with extensive authority/financial resources/extensive fiduciary	New Staff/Faculty hire, and some transfer employees, requiring explicit degree, as relevant to the position <i>If new OSUWMC hire, run EDU Only package in addition to BCI/FBI</i>	Internal OSUWMC Transfer/Promotion requiring explicit degree, as relevant to the position	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 Wilce 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 .	<i>Do not request package without pre-approval from TA Manager</i>	<i>Do not request package without pre-approval from TA Manager</i>	<i>Do not request package without pre-approval from TA Manager</i>	<i>Do not request package without pre-approval from TA Manager</i>	<i>Do not request package without pre-approval from TA Manager</i>
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	2-5 business days
Social Security Verification	X	X	X	X				X	X	X	X	
National Criminal File PLUS [Sex Offender Registry]	X	X	X	X				X	X	X	X	
County Felony & Misdemeanor**	X	X	X	X				X	X	X	X	
Motor Vehicle Registration (MVR)		X				X					X	
Credit Check			X									
Education Verification (EDU)**				X	X				X	X		
Employment Verification (EMP)**								X	X		X	
Professional License Verification (LIC)**										X		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).