Human Resources
Background Check Program
backgroundchecks.hr.ncsu.edu

2711 Sullivan Drive, Admin Services II
Raleigh, NC 27695
background-checks@ncsu.edu

STEP BY STEP – HOW TO COMPLETE THE ELECTRONIC BGC FORM

Terms to know:
- The Initiator is the person who initiated the job transaction (Department/College HR)
- The Hiring Manager is the person who is responsible for your hire within your dept or college
- The Candidate – employee being considered for position (you)
- EMPL ID: This could be a Campus ID for a student or an employee ID number for a current/previous employee.

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HOW TO ACCESS:

All candidates will receive an email from the system that appears to be sent by their HR Representative/HR Initiator. The email provides instructions on how to access and complete the electronic background check form and a list of what information will be needed to complete the form.

- If the initiator indicated an existing EMPL ID on the Job Action Request and the candidate has an active Unity ID, the candidate will use their Unity ID to access the electronic form.*
- If no EMPL ID was indicated on the Job Action Request, the candidate will receive a second email within seconds of the 1st email; it will provide a temporary username and password.*

Who does the email come from?

- Although the email is auto-generated by the system, it appears as if it has been sent by the HR Initiator/HR Representative.

What if I don’t receive an email?

- If you were supposed to have received an email but have not, the first thing to do is to check your SPAM folder. If the access email is not there, you should start by contacting your department contact to make sure that the Initiator entered the correct email address.
- If the message is not in SPAM and the email address is correct, please contact the Background Check Program at: 919-513-2283 or background-checks@ncsu.edu to re-send the email.

What if the link is not working?

- If the link in the email does not work, try copying and pasting the link into a browser.
- In addition, it may help to CLEAR your browser history before accessing the form.

The link in the email will expire 14 days after it is sent. If the e-mail was sent over 14 days ago, please contact the Background Check Program to resend the link (919-513-2283 or background-checks@ncsu.edu).

Paper Forms: We are no longer accepting paper forms. Please reach out to your department contact - if they have questions they should reach out to their HR department contact or the Background Check Program.

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Dear ___________

Thank you for your interest in a position with NC State University! To continue with the hiring process, you must complete a background check. Please follow the instructions below to complete your background check.

You will receive an email from the system that appears to be sent by your HR Initiator/HR Representative. The email will contain a link to access and complete the electronic background check form. If you do not receive an email, please contact the Background Check Program at 919-513-2283 or background-checks@ncsu.edu.

Please complete the form as soon as possible. If you do not complete the form within 14 days, your application may be removed from the database.

Thank you.

NC State Background Check Program Staff

NC State Human Resources Department

Phone: 919-513-2283 Fax: 919-513-0274

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Applicants will all received one email that appears to be sent from their manager (LEFT); it will contain instructions and a link to access the form. Candidates who do not have an ACTIVE unity ID will received a second e-mail (ABOVE) from the background check program.
BEFORE COMPLETING

Before completing the electronic Background Check Disclosure and Release form, please have the following information collected and ready (NOTE: Once you begin the form, you will not be able to save your progress. If you leave the form before submission, all information will be deleted):

- All names used, including maiden and alias
- All Social Security numbers used
- All locations (city/county/state) that you have resided in since the age of 16 that are **not** in North Carolina
- All foreign countries that you have resided in since the age of 16
- Any earned degrees and dates earned *(higher education only)*
- Any criminal conviction history, other than minor traffic violations (LINK)
- Current contact info (address, phone, email)
- Driver's license info if the position requires driving an NC State vehicle

**Is it safe** to put sensitive information (DOB, SSN, criminal history) on this electronic platform?
- Yes. This information is being entered into and will remain within our internal PeopleSoft system. This is a SECURE method of submitting sensitive information.
1st Page: Background Check Disclosure and Release form

Please read this page carefully as it will be notifying you (candidate) of the University’s background checking policy. It also discloses which type of information and scope of information that may be gathered when processing the check. There are also links to a summary of your rights under the Fair Credit Reporting Act (FCRA) as well as additional state law notices for applicants with residences outside of NC. After reading this information please select the “I acknowledge I have read the above information” button. Then, click “Next”.

(ABOVE) Screenshot of the Disclosure and Release form before accessing the background check form.
The first section on this page is asking about prior state service and previous engagement at NCSU.

- Please select the appropriate (YES) or (NO) boxes if you are:
  - A Current or Former NCSU Student?
  - A Current or Former NCSU Employee or Temp Employee?
  - A Current or Former State of NC Government Employee? (excluding temporary work)
  - An NCSU Retiree?

- Please enter Employee/Campus ID, if known: Please only enter an ID number for NC STATE University. Other state agency employee numbers should not be put in this box. If you are a NC State Student (or have ever been an NC State Student) you may put your Student ID number here.

The second section on this page requests your Legal Name. The section instructs to enter your First, Middle, and Last name as it is shown on your Passport or Social Security Card. If you do not have a middle name leave it blank. If your legal name includes multiple names for your first/middle/last name you may put them in one box.

- Example: Name - Anne Marie Jean Watkins
  First: Anne Marie
  Middle: Jean
  Last: Watkins

- Example 2: Name - John Michael David Richardson
  First: John
  Middle: Michael
  Last: David Richardson

The third section on this page instructs you to enter your preferred name. Please use this space to disclose if you go by a shortened version of your legal name, your middle name, or another alias. If you do not go by any other name than your legal name you may leave this section blank.
The fourth section on this page requests personal information. You MUST include your SSN, Date of Birth, one phone number, an e-mail address and your gender

- SSN: Please enter your SSN with no dashes. If you do not have a SSN please enter nine X’s: XXXXXXXXX
- Date of Birth: Please enter your Date of Birth in the format MM/DD/YYYY or find and select it using the calendar icon.
- Phone Number: Please enter a valid phone number. Please enter it without dashes or parentheses. If you have a telephone number from outside of the U.S., please include the country code.
- Gender: Please enter your preferred gender/biological sex
- DL INFO: Driver’s license information is not required by the form, however, if you are a candidate for a position that includes driving responsibilities please enter your current Driver’s License Number, Expiration Date, and State of Issue. When entering your Driver’s License Number please do not include any dashes.
- Email address: Please enter a valid email address. If there are any issues or questions regarding your background check, the Background Check Program will first reach out via email.

The fifth section on this page requests demographic information. Providing this information is optional. This information is requested to comply with EEOC reporting standards.
The sixth section on this page requests your current address. Please first select your country of residence by typing in the 3-letter country abbreviation (ex. USA) or selecting the magnifying glass and selecting your country from the list.

Next, choose “Edit Address”. This will open a new page for you to enter your current address. When entering, please include as much information as possible including your street address, city, state, postal code, and county.
On the first section of this page you will provide your national residence history. The section instructs to list any country besides the United States, in which you have lived since the age of 16. If you were active Military Personnel at the time - please disregard this section.

- First, please select your country of birth by listing the 3 letter country abbreviation (ex. USA) or by selecting the magnifying glass and selecting your country from the drop down list.
- When making an entry please be as thorough as possible. Please include the name you used while abroad, the approx. month and year of arrival, the approx. month and year of departure and the country.
- When entering dates, please list as MM/YYYY or select the date by using the calendar icon next to the field.
- If you need to list more than one country of residence, please select the + sign on the right hand side of the section at the end of your first entry.

On the second section of this page, please list any past U.S. addresses that were outside of NC AND/OR other names you have used. The section instructs to list any other name you have used including legal name change, married, alias, surname, family name, etc. If you are unsure about whether to list a name or not, please include the name. It is better to give more information than not enough.

- Please list if you have lived OUTSIDE of North Carolina since the age of 16. This section should only include addresses within the U.S. but outside of North Carolina. However, if you are listing an alias/alternate name that you used within the state of NC you may list an NC address in this section.
- If you need to list more than one alias or out of state residence, please select the + sign on the right hand side of the section at the end of your first entry.
- Please include/disclose as much information as possible when listing previous residences. Specifically – the city/county in which you resided will be of more importance than the street address.
- Please include time frames as best you can by including the MONTH and year you began and ended your residency in a particular place.
- On your background check we will typically be considering residencies going back 7-10 years.
The third section on this page requests you to disclose your education history.

- First, please select (YES) or (NO) to answer the question: Have you completed High School or do you have a GED?
- Second, please list all education information for degrees COMPLETED after high school.
  - If you are currently enrolled but have not yet obtained a degree, you do not need to list any education data in this section.
  - Certificate Programs should be listed if relevant.

When providing your education data please be as thorough as possible and complete as many fields as you can. It is important to include at the very least:
- Degree Awarded
- Name of the Educational Institution
- Educational Institution’s location**
- Year Earned

If you need to list more than one degree, please select the + sign on the right hand side of the section at the end of your first entry.

**if online courses, please list the school’s physical address, typically listed on website

<table>
<thead>
<tr>
<th>Degree</th>
<th>Name of College/University</th>
<th>Country</th>
<th>State</th>
<th>City/Province</th>
<th>Month Earned</th>
<th>Year Earned</th>
<th>Major Field of Study</th>
</tr>
</thead>
</table>
The fourth section of this page requests information about your criminal history. Please read the instructions on this section carefully.

- **If you are unsure of your conviction history please verify prior to answering.** Listed below are some FAQ regarding the criminal history portion of the form:
  - What should I include on the criminal history?
  - Does a prior offense disqualify me from employment?
  - Can I list rehabilitation efforts?
  - What traffic violations should be included?
  - Should I list arrest records?
  - **For answers to these questions and more, please see the FAQs for Applicants and Employees for more information**

- If you are unsure of your conviction history, please verify prior to answering
- **Please note:** Pending criminal charges may delay the University's employment decision until after a verdict in the case has been rendered.

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Please note: Pending criminal charges may delay the University's employment decision until after a verdict in the case has been rendered.
The fifth section of this page is the “Authorization to Conduct Background Check”. Please read this section carefully, then select “Sign Section” to stamp with an electronic signature. If you feel like you would like to review the information provided prior to signing the form, you may navigate the form using the “Previous” button at the bottom of the page.

Once you are content that your form is completed and you have stamped with your electronic signature, please select the “Submit to NC State” Button at the bottom of this page. It is only at this point that the information will be transmitted to NC State Background Check Program.

**Remember** No information will be saved in the form at any point. Please make sure that you have everything you need to submit before you start.
If you are under 18 years of age, the electronic background check form will prompt you to provide the email address of a parent or legal guardian. Once provided, the system will auto-generate an email to the provided address which contains a consent form and instructions on how to submit the consent form.

Please remember, if the parent/legal guardian is submitting the form electronically (via e-mail) a typed signature is acceptable. If the parent/legal guardian chooses to submit the form via ANY other method (mail, fax, in person drop-off) the form MUST have a wet/ink signature.

Hello,

We have recently received a background check form for <First Name Last Name> as part of their consideration for a position with NC State University. On that form they indicated that you are their parent or legal guardian. Since they are under the age of 18, we cannot process their background check without your permission.

To authorize the background check, please complete and return the Consent Form found here. The form can be emailed, faxed, or mailed using the contact information located on the form. When completing the form you will need to include the following Transaction ID: X.

If you have questions or have difficulty accessing or completing the form, please contact the NC State Background Check Program at (919) 513-2283.

Thank you,

NC State Background Check Program Staff

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Should you have any additional questions or experience any issues not covered in this guide, please reach out to the Background Check Program by calling (919)-513-2283 or by email at background-checks@ncsu.edu