



**TEXAS A&M UNIVERSITY
GALVESTON CAMPUS.**

Department of Human Resources
PO BOX 1675 Galveston, Texas 77553
Building 3027 Suite 123
409-740-4532

Criminal Background Check Request Form

Instructions to department: Enter information below on the individual for whom you wish to conduct a background check.

Provide the Criminal Background Check Instructions page to the prospective employee, current employee or volunteer.

Name (Last, First, Middle) Provide name as it appears on Social Security Card:		
Phone Number:	Email Address:	
Department:	Supervisor:	Job Title:

Type of Employment: Volunteer Student Staff Faculty
 Grad Student Research Wage Visitor Current Employee

___ Yes ___ No:

DOES THIS EMPLOYEE HAVE A PROFESSIONAL REASON TO BE IN A LAB UTILIZING HAZARDOUS MATERIALS OR EQUIPMENT?

(If yes, you must also update the position description (if applicable) with the following language: This employee does have a professional reason to be in a lab utilizing hazardous materials or equipment)

(FOR VOLUNTEERS ONLY) CAMP ACCOUNT NUMBER FOR CHARGES:

If the person for whom the background check will be done does not currently have an email address, one can be created at Google by following the instructions found at:

http://ehow.com/how_4603644_free-google-email-account.html