

**Office of Human Resources
Background Investigation Request Form**

This form should only be used when needing to complete a background investigation on employees or applicants outside of the applicant tracking system (iPAWS and FacultyJobs). View the Background Investigation policy:

<http://policies.uga.edu/Human-Resources/Employment/Employment-processes/Background-investigations/>

To Be Completed by UGA Department

UGA Department _____

UGA Dept. Contact Name _____

UGA Dept. Contact Email _____ UGA Dept. Contact Phone _____

Select one: ☐ PCard ☐ Volunteer ☐ Student ☐ Other _____

****NOTE: All parts of this form must be completed. Missing information can delay processing. If an individual does not have an email address, please contact the Office of Human Resources at employ@uga.edu or 706-542-2222.**



| First Name | Last Name | Email Address | Phone Number | Motor Vehicle | Credit |
|------------|-----------|---------------|--------------|--------------------------|--------------------------|
| | | | | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | <input type="checkbox"/> | <input type="checkbox"/> |



Human Resources
Employment Services
UNIVERSITY OF GEORGIA

Revised January 2, 2017

Please return this form to:
The University of Georgia
Office of Human Resources
Email: employ@uga.edu
Fax# 706-542-3284