

REQUEST FOR POSITION SPECIFIC BACKGROUND CHECK

Date:

To:

From:

(Hiring Official Name & Title)

Re: Memo to Request Position Specific Background Check

Department Name: _____

Department Contact: _____

Title Requiring Background Check (*Department Only*): _____

Please explain the rationale for this request including why this position meets the “Safety or Security Sensitive” criteria per the [University Business Policies and Procedures Manual Policy #3280, Background Checks](#).