BACKGROUND CHECK GUIDELINES

Background Check Process
Boston University has engaged the services of Creative Services, Inc. (CSI), a Consumer Reporting Agency. CSI will assist in the collection and interpretation of background check results. The check for students will include:

- Massachusetts Criminal Offender Record Information (CORI)
- County court criminal background check of permanent residence
- Social Security Number trace
- Sexual Offenders Registry check

Regular University employees will have a seven-year county of residence court level check if they had resided outside of the Commonwealth.

If your program has an established relationship with CSI you will continue to submit and receive information directly with CSI. The one exception will be when background check results require clarification or further investigation; these functions will be managed through Human Resources. All other programs will follow the instructions below.

Forms Required
Individuals subject to a background check will be required to complete three forms:

1. Disclosure and Acknowledgement document
2. Release & Authorization document
3. Criminal Offender Record Information (CORI) Acknowledgement Form (2 pages)

In addition, those completing the forms are to be issued the following documents:

- Fair Credit Reporting Act (FCRA) “A Summary of Rights”
- Boston University Background Check Policy
- Information Concerning the Process in Correcting a Criminal Record

The above items are available on the Human Resources website via the Background Check Forms link http://www.bu.edu/hr/home/forms/background-check-forms/ in the Quick Links: Forms and Documents section.

Completed Forms
Once completed, the forms contain highly confidential personal information that must be protected. You are responsible for the secure handling of the forms while they are in your possession.

The originals can be transmitted to Human Resources by three methods:

1. Sent securely via DataMotion secure email. Send to hglaser@bu.edu
2. Faxed to (617) 353-0088. This is a private fax accessible only to authorized HR personnel. Remember that the information on these forms is highly sensitive. Triple check that you have the correct fax number before you start the fax.
3. Hand delivered to Human Resources at 25 Buick St, 2nd floor

Regardless of the method used, include the Background Check transmittal form available at http://www.bu.edu/hr/home/forms/background-check-forms/ with the following information:

- The person requesting the background check and their email address
- The name of the program with contact information
- The list of names on the forms being submitted
- The date when the results information is required

The information on these forms is very sensitive. You are responsible for properly protecting this information. Once Human Resources confirms that they have properly received the form, you should ensure that the original paper forms are destroyed using a shredder. Likewise, you should delete any electronic files that may contain this information and then empty your computer’s trash or recycle bin.
Background Check Results
Program/activity managers should be aware that routine background checks may take up to five business days to be returned. Reports that require interpretation or clarification may take longer.

Information obtained from these background checks will be weighed carefully. Should the background check reveal issues of concern, a final determination will be made by the Chief Human Resources Officer (CHRO) regarding the relevance of the information received to the responsibilities of the position for which the candidate is being considered.

Cleared results for candidates will be communicated to the requestor by Human Resources as soon as it is received. Human Resources and CSI, Inc. will handle all formal communication with candidates where clarification of search results may be required. Please do not question an individual about their potential criminal background under any circumstances.

Cleared for Employment
No one may be considered employed in your program/activity until a cleared status has been received from Human Resources.

Background Check Costs
All costs for required background checks will be absorbed by Human Resources.

For assistance in setting a process for these background checks, please contact either Hannelore Glaser (hglaser@bu.edu) or Kelly LaMothe (klamothe@bu.edu) in Human Resources.