

HUMBOLDT STATE UNIVERSITY

Background Check Packages

Hiring departments are responsible for selecting and initiating appropriate background checks for the position being filled. Departments will be charged for all Background Checks conducted. Cost for the background check will depend on the types of checks required for the position. All costs listed below are approximate and subject to change. Contact the Office of Human Resources & Academic Personnel Services (HR&APS) if you have questions about background check options.

Part 1: Select a Background Check Package

Package 1: For Staff/MPP positions (no faculty unit)	
Staff/MPP Employee Package <i>Accurate Background</i> Base price: \$29.75*	<ul style="list-style-type: none"> National Address Locator 7 year County Criminal Search One Name plus up to 3 aliases National Criminal Database National Sex Offender Database Education verification – highest degree
Package 1 A La Carte options: ~\$4.00 ~\$4.50	<ul style="list-style-type: none"> Credit Check: If job-related (as defined by CA Labor Code §1024.5) Motor Vehicle Report: If operating vehicles or heavy machinery

Package 2: For staff/MPP positions with regular/unsupervised direct contact with minors (no faculty unit)	
Staff/MPP Employee Fingerprint Package <i>LiveScan & Accurate Background</i> ~\$64.00 Plus Base price: \$11.00†	Ordered through a California <i>Live Scan</i> agency: <ul style="list-style-type: none"> <i>LiveScan</i> fingerprint roll with FBI and Dept of Justice results <i>Complete at UPD or a California Live Scan agency using the HSU request form: http://www2.humboldt.edu/forms/node/105</i> Ordered through <i>Accurate Background</i> : <ul style="list-style-type: none"> National Sex Offender Database Education verification – highest degree
Package 2 A La Carte options: ~\$4.00 ~\$4.50	<ul style="list-style-type: none"> Credit Check: If job-related (as defined by CA Labor Code §1024.5) Motor Vehicle Report: If operating vehicles or heavy machinery

Package 3: For Faculty unit positions (no staff/MPP)	
Faculty Unit Employee Package <i>Accurate Background</i> Base price: \$24.75‡	<ul style="list-style-type: none"> National Address Locator 7 year County Criminal Search One Name plus up to 3 aliases National Criminal Database National Sex Offender Database
Package 3 A La Carte options: ~\$4.00 ~\$4.50	<ul style="list-style-type: none"> Credit Check: If job-related (as defined by CA Labor Code §1024.5) Motor Vehicle Report: If operating vehicles or heavy machinery

>>>Packages continue on page 2<<<

* Additional costs may be incurred based on counties in which candidate has lived. For verification of degrees, additional fees may apply.

† For verification of degrees, additional fees may apply.

‡ Additional costs may be incurred based on counties in which candidate has lived.

Package 4: For faculty unit positions with regular/unsupervised direct contact with minors (no staff/MPP)	
Faculty Unit Employee Fingerprint Package <i>LiveScan & Accurate Background</i> ~\$64.00 Plus Base price: \$6.00	Ordered through a California <i>Live Scan</i> agency: <ul style="list-style-type: none"> <i>LiveScan</i> fingerprint roll with FBI and Dept of Justice results <i>Complete at UPD or a California Live Scan agency using the HSU request form: http://www2.humboldt.edu/forms/node/105</i> Ordered through <i>Accurate Background</i> : <ul style="list-style-type: none"> National Sex Offender Database
Package 4 A La Carte options: ~\$4.00 ~\$4.50	<ul style="list-style-type: none"> Credit Check: If job-related (as defined by CA Labor Code §1024.5) Motor Vehicle Report: If operating vehicles or heavy machinery

Package 5: For Emergency Hire, or Special Consultant positions	
Emergency Hire/ Special Consultant Package <i>Accurate Background</i> Base price: \$24.75 [§]	<ul style="list-style-type: none"> National Address Locator 7 year County Criminal Search One Name plus up to 3 aliases National Criminal Database National Sex Offender Database
Package 5 A La Carte options: ~\$4.50	<ul style="list-style-type: none"> Motor Vehicle Report: If operating vehicles or heavy machinery

Package 6: For Student Worker, Emergency Hire, Volunteer, or Special Consultant positions with regular/unsupervised direct contact with minors	
Student Worker/Emergency Hire/ Volunteer/ Special Consultant Fingerprint Package <i>LiveScan & Accurate Background</i> ~\$64.00 plus ~\$6.00	Ordered through a California <i>Live Scan</i> agency: <ul style="list-style-type: none"> <i>LiveScan</i> fingerprint roll with FBI and Dept of Justice results <i>Complete at UPD or a California Live Scan agency using the HSU request form: http://www2.humboldt.edu/forms/node/105</i> Ordered through <i>Accurate Background</i> : <ul style="list-style-type: none"> National Sex Offender Database
Package 6 A La Carte options: ~\$4.50	<ul style="list-style-type: none"> Motor Vehicle Report: If operating vehicles or heavy machinery

Package 7: For positions in which driving is the only “sensitive” activity	
Student/Volunteer DRIVER ONLY Package <i>Accurate Background</i> ~\$4.50	<ul style="list-style-type: none"> Motor Vehicle Report

Part 2: Conduct Department-level Checks

Reference Checks: <ul style="list-style-type: none"> The department checks candidate references and verifies relevant employment for the last 5 years, reporting results to HR&APS using the Reference Check Form: https://www2.humboldt.edu/forms/node/1023. Please note that reference checks are not required for Emergency Hires, Student Employees, Volunteers, and Special Consultants, but may be conducted at the discretion of the department.
Professional Licenses and Certifications: <ul style="list-style-type: none"> If required for the position, Department provides verification of the license/certification to HR&APS.

[§] Additional costs may be incurred based on counties in which candidate has lived.