

Background Checks

Frequently Asked Questions – updated 7/17/14

1. How is the Protection of Minors policy background check different from the existing Security Sensitive Positions policy background check?

The Protection of Minors policy expands background check requirements under the Security Sensitive Positions policy. Under the Protection of Minors policy, both a *national* criminal background check and a *national* sex offender registry check are required for employees, volunteers, and contractors involved in programs or activities designed to include minors who 1) are directors or supervisors of such programs and activities; 2) those whose duties require close contact and/or alone time with minors as part of their job responsibilities or role; and 3) those who stay overnight with minors as part of their job responsibilities or role.

2. My unit is planning an activity designed to include minors involving volunteers and University employees. What do I need to do?

You need to first fill out a [Protection of Minors Event Form](#) and submit it to the [Compliance Coordinator](#) for the Director of Public Safety. If your activity is approved by the Director of Public Safety, you then need to submit a Request for Background Check to Academic Human Resources (AHR) and Staff Human Resources (SHR) at least **fourteen (14) days** before the event. A [flow chart](#) outlining these steps is available.

3. How can I request a background check waiver for my activity designed to include minors?

In the event of extenuating and narrow circumstances, with the approval of the Director of Public Safety, a unit sponsoring a University program or activity designed to include minors may be permitted to adopt alternative measures and safeguards. Units must submit the request for an exception to the background check requirement to the campus Human Resource Office. That office will review the circumstances and consult with appropriate officials and submit the request to the Director of Public Safety.

4. For which groups do I have to contact AHR for background checks?

AHR can assist with background checks for the following groups: faculty, other academics, academic professionals, visiting academic professionals, graduate assistants, graduate hourlies, academic hourlies, and volunteers.

5. For which groups do I have to contact SHR for background checks?

SHR can assist with background checks for the following groups: Civil Service, Extra Help, undergraduate students, and contractors.

6. How much will it cost to conduct a national criminal background check and a national sex offender registry check?

Under the current contract we have with a third party vendor, **General Information Services, Inc. (GIS)**, it costs approximately \$40 for both national criminal background and national sex offender registry checks. If there is a sex offender registry match, verification costs additional \$4.75.

7. Our unit has employees (including student employees) working with minors at a local school and the local school administered their background checks. Do they have to undergo University background checks?

In general, these employees are subject to the local school's background check guidelines and are not required to undergo University background checks.

8. Do our current employees have to go through a national criminal background check and a national sex offender registry check, relative to the Protection of Minors policy?

Generally, yes, unless current employees underwent a national criminal background check and a national sex offender registry check within last two years per Campus HR procedure.

9. Do I have to request international criminal background check for international employees?

Under the Protection of Minors policy, only a national criminal background check and a national sex offender registry check are required.

10. How do I request national criminal background check and national sex offender registry checks for employees/groups?

One can contact AHR or SHR, depending on the employee/group category, and provide the following information:

- Last name
- First name
- Email address
- CFOPAL to which the charge is applied
- Employee class/group
- UIN if available

11. What should an individual expect once background checks have been requested?

The individual should expect a message from GIS from the following email address "UniversityofIllinoisHR@geninfo.com" with a link. Once s/he receives this email, s/he needs to follow the steps in the link within **three (3) days** of the date of the message.

12. What happens if someone has a conviction record?

The record will be reviewed according to our Campus policies and procedures. Units cannot view such records. For details of the process, please refer to our Security Sensitive Positions:

For Academic Staff Members <http://cam.illinois.edu/ix/ix-c/ix-c-44.htm>

For Non-academic Staff Members <http://cam.illinois.edu/ix/ix-d/ix-d-7.htm>

13. My unit plans to bring a minor as an employee/volunteer. What do I need to do?

You need to first fill out a Protection of Minors Event Form and Compliance Form and submit it to the Compliance Coordinator for the Director of Public Safety (If this is through the CEP, SHR handles these forms for your unit). If your activity is approved by the Director of Public Safety, you then need to submit a Request for Background Check to Academic Human Resources (AHR) and Staff Human Resources (SHR) for the minor's supervisor and anyone working one-on-one with the minor.