



Request for Background Investigation

Human Resources Division
HR Staffing/Mail Stop P242

Subject's Name	Date of Request
Reason for Conducting Background Check (<i>Check all that apply</i>):	
<input type="checkbox"/> UC Employee New Hire	<input type="checkbox"/> "Q" or "L" Clearance
<input type="checkbox"/> Smart Card/Token Card*	

Requestor's Name	E-mail Address
Hiring Organization	Phone Number

***Charge Codes:** Charge codes are required for all requests. Approximately \$250 will be recharged to the requesting organization for the background investigation.

Cost Code	Program Code	Cost Account	Work Package
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Special Requests

Instructions

Complete this form and the attachments:

1. Privacy Notification
2. Fair Credit Reporting Act-Disclosure
3. Fair Credit Reporting Act-Authorization

Send to: Debra A. Sandoval, HR Staffing, MS P242, Phone 665-7503

Note: *The background investigation process normally requires 2-3 weeks to complete.*

* In addition to the charges for the investigation (approximately \$250), IM charges \$215 for the Security Briefing class. You do not need to have a background investigation if you are applying for an Open Access Token Card.



Request for Background Investigation

Human Resources Division
HR-5 Staffing/Mail Stop P242

Privacy Notification

The State of California Information Practices Act of 1977 requires the Los Alamos National Laboratory to provide the following notification to individuals who are asked to provide personal information:

The Laboratory requests information on this form in order to comply with a Department of Energy directive that requires a screening be conducted for (1) regular employees, (2) other Laboratory workers (i.e., special program employees, contract workers, etc.) who require access to the Laboratory's Integrated Computer Network (ICN), and (3) employees for whom the Laboratory will request Q or L clearance. This screening consists of a verification of information you have provided to the Laboratory in the categories of employment history, criminal history, credit history, education, and personal references. The HR-5 Background Investigations Coordinator, (505) 665-7503, MS P242, is responsible for maintaining information obtained through this or part of the information may result in an inability to proceed with a request for a security clearance or for reinstatement of a clearance. The information you furnish may be used by Laboratory staff responsible for employment decisions and personnel administration functions and will be transmitted to the State and Federal governments as required by law. Individuals have the right to review their own records in accordance with Laboratory personnel policy. Information on applicable policies can be obtained from the HR-5 Background Investigations Coordinator.

Please provide the following information:

1. **Name** (*Last, First, Middle*) _____
2. **All Other Names** (*Include maiden names, names by former marriages **and dates** names were used.*)

3. **Social Security Number** _____
4. **Date of Birth** _____ **Z Number** _____
5. **Present Residence** (*Street and Number, City, State and Zip*)

Mailing Address (*Street and Number, City, State and Zip*)

Phone # _____ (*Home*) _____ (*Work*)

E-mail Address: _____

6. **All Other Residences for the Past Three Years** (*Include month, year and **address**.*)

From _____	To _____	Address _____	
From _____	To _____	Address _____	
From _____	To _____	Address _____	
From _____	To _____	Address _____	

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7. (a) **Degree(s) in Progress** (If no college give HS diploma or GED & location. If no degree or diploma, write "none" under degree column.)

<u>Degree</u>	<u>Anticipated Conferral Date</u>	<u>School and Location</u> (City & State)	<u>Major Subject</u>
_____	_____	_____	_____
_____	_____	_____	_____

(b) **Degree(s) Conferred**

<u>Degree</u>	<u>Degree Date</u>	<u>School and Location</u> (City & State)	<u>Major Subject</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

8. **Personal References**—(Please list four references [no relatives] and include current daytime contact information. It is recommended that you have provided their contact information to the Laboratory and that they will be contacted by an investigator from Pinkerton Investigative Services to provide a verbal reference for you).s

<u>Name</u>	<u>Address</u>	<u>Phone Number</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

9. **Employment History** (Please begin with current employment and work back, listing all full time former employers within the past three years.)

<u>Name of Employer</u>	<u>Address</u>	<u>Supervisor</u>	<u>Phone</u>	<u>Dates</u>	<u>Position</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Release Authorization

I, the undersigned, understand that a background investigation will be made on the information that I have provided to the Los Alamos National Laboratory. I further understand that failure to provide this information may result in the inability to proceed with the clearance or reinstatement process.

I hereby authorize Los Alamos National Laboratory and its agents to inspect, copy, or photostat any or all documents pertaining to my financial records, my education, my personal references, my employment records, and local law enforcement records as they pertain to me. "Document" shall be construed in its broadest sense, including any original, reproduction, or copy on any kind of written, printed, recorded, documentary material (or drafts thereof), or stored, including, but not limited to, correspondence, memoranda, inter- or intra-office communications, notes, diaries, calendars, contract documents, publications, calculations, estimates, vouchers, minutes of meetings, invoices, reports, studies, computer tapes, computer cards, photographs, negatives, slides, dictation belts, voice tapes, telegrams, notes of telephone conversations, and notes of any oral communications.

Date

Signature

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Fair Credit Report Act Disclosure

Disclosure

Los Alamos National Laboratory (LANL) may wish to obtain and use a “consumer report” from a “consumer reporting agency” when considering your application for employment, when making a decision whether to offer you employment, when deciding whether to continue your employment (if you are hired), and when making employment-related decisions directly affecting you. These terms are defined in the Fair Credit Reporting Act (FCRA), which applies to you. As an applicant for employment or employee of LANL, you may have “consumer” right under FCRA.

According to the FCRA definition a “consumer reporting agency” is a person or business that, for monetary fees, dues, or on a cooperative nonprofit basis, regularly assembles and evaluates consumer credit information or other information on consumers for the purpose of furnishing consumer reports to others such as LANL.

A “consumer report” is any written, oral, or other communication of any information by a consumer reporting agency bearing on a consumer’s credit worthiness, credit standing, credit capability, character or general reputation, personal characteristics, or mode of living which is used or collected for the purpose of establishing the consumer’s eligibility for employment purposes.

If LANL obtains a “consumer report” about you, and if LANL considers any information in the consumer report when making an employment-related decision that directly and adversely affects you, you will be provided with a copy of the “consumer report” before the decision is finalized. You also may contact the Federal Trade Commission about your rights under the FCRA as a “consumer” with regard to “consumer reports” and “consumer reporting agencies.”

Please sign and date below to signify receipt of the foregoing disclosure.

Signature

Date



Fair Credit Reporting Act Authorization

Authorization

By signing below, I hereby voluntarily authorize LANL to obtain "consumer reports" about me from a "consumer reporting agency" and to consider the "consumer reports" when making decisions regarding my employment at LANL. I understand that I have rights under the FCRA, including the rights discussed in the disclosure statement above.

Signature

Date