



August 12, 2016

TO: Texas A&M AgriLife On & Off Unit Contacts

SUBJECT: Change to Background Check Process

We are pleased to announce that we will begin working with a new vendor for background checks which has allowed us to streamline the process. Applicants will submit information directly to the vendor rather than having to return the form with security sensitive information to us. Effective immediately, please begin using the new process that is described below. FAQs can be found on our website at <http://agrilifeas.tamu.edu/documents/faqs-units-background-checks.pdf>. Updates will be made to the FAQs as we receive questions. We will accept the old version of the AG-473 for any outstanding offers. The updated version of the AG-473 can be found here: <http://agrilifeas.tamu.edu/documents/ag-473.pdf>

New Process:

- Complete page 1 of the AG-473, *Background Check Request Form* and give page 2 (instructions) to the applicant/current employee.
- Submit the completed page 1 to HR via email (HRBackground@ag.tamu.edu) or Laserfiche (WIP-HR folder), along with page 3 (if applicable).
- If a degree verification is needed, please submit page 3 of the AG-473, along with page 1.
 - As a reminder, we are **unable** to verify degrees obtained outside of the U.S.
- The vendor will send an email to the applicant/current employee with instructions to submit their information for background check processing.
- When the background check results are completed, HR will send the completion email to the unit contact listed on the AG-473.
- For foreign nationals, please submit the AG-473, *Background Check Request Form* to HR and the AG-713, *Export Controls Compliance Review* form directly to Risk & Compliance.

For questions, please contact: Faren Franklin, HR Generalist at 979-845-7802/ffranklin@ag.tamu.edu

Texas A&M AgriLife Human Resources | <http://agrilifeas.tamu.edu/hr/> | p. 979-845-2423