

BACKGROUND INVESTIGATION REQUEST AND TRANSMITTAL INSTRUCTIONS

The *Background Investigation Request and Transmittal* must accompany all documentation submitted to initiate the background investigation. Requests may be transmitted by fax or by campus mail; however, **transmittal by email is strictly prohibited**. For fax transmissions, immediately send or hand-deliver all **original** documents as follows:

VIA CAMPUS MAIL (use specially-designated yellow, pre-printed envelope):

University Human Resources, Attn: Wendy Fetzter,
Room 202, Administrative Services Building II, Cook Campus

Any fax transmission must be sent to 732-932-0048, ATTN: Wendy Fetzter.

You are required to abide by the *Guidelines for Conducting Background Investigations – Pilot Program* and the Confidentiality Agreement you signed.

If you have any questions, call Wendy Fetzter at 732-932-3020, ext. 4004.