



BACKGROUND INVESTIGATION REQUEST AND TRANSMITTAL

TO: University Human Resources, ATTN: Wendy Fetzer
Room 202, Administrative Services Building II, Cook Campus
FAX : 732-932-0048 Total pages (including this page): _____

FROM: Your Name: _____
Your Email Address: _____
Department: _____
Phone Number: _____
Date: _____

1. Name of Finalist: _____
2. _____ Type 1 Posting Number, if assigned: _____
3. _____ Type 4* Job Title or Job Class Code: _____
4. I request a Social Security Number validation and criminal court records search for the following state(s)¹: _____.
5. _____ The finalist is not a current Type 1 employee.
6. _____ I request a credit records search for the finalist due to the requirements of the position. (*Place a check mark only if applicable*)

Attach the finalist's Employment Application (non-ATS positions) and Authorization to Obtain a Consumer Report or an Investigative Consumer Report and Release.

* Requests for Type 4 employee investigations require prior approval. Contact Jennifer Penley, Office of Labor Relations, 732-932-3020, ext. 4040 for authorization.

¹ Requests for non-New Jersey investigations require prior approval. Contact Jennifer Penley, Office of Labor Relations, 732-932-3020, ext. 4040 for authorization.

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