

**Office of Human Resources
Background Investigation Request Form**

This form should only be used when needing to complete a background investigation on employees or volunteers outside of the applicant tracking system (UGAJobs). View the UGA Background Investigation policy:

<http://policies.uga.edu/Human-Resources/Employment/Employment-processes/Background-investigations/>

To Be Completed by UGA Department

UGA Department _____

UGA Dept. Contact Name _____

UGA Dept. Contact Email _____ UGA Dept. Contact Phone _____

Select one: PCard Volunteer Student Other _____

****NOTE: All parts of this form must be completed. Missing information can delay processing. If an individual does not have an email address, please contact the Office of Human Resources at hrweb@uga.edu or 706-542-2222.**

First Name	Last Name	Email Address	Phone Number	Motor Vehicle	Credit
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Please return this form to:
The University of Georgia
Office of Human Resources
Email: hrweb@uga.edu