

HUMBOLDT STATE UNIVERSITY

Background Check Packages

Hiring departments are responsible for selecting and initiating appropriate background checks for the position being filled. Departments will be charged for all Background Checks conducted. Cost for the background check can vary depending on the types of checks required for the position and the jurisdiction the background checks are run. All costs listed below are base prices, and are approximate and subject to change. Additional fees may be incurred based on prior address history and other factors. Contact the Office of Human Resources at hsuhr@humboldt.edu or (707) 826-3626 if you have questions about the background check process or need to set up an account through Accurate Background.

Part 1: Order Background Check Package through [Accurate Background](#):

Package 1: For Staff/MPP/Faculty positions (WITH DRIVING)	
Staff/MPP Employee Package <i>Accurate Background</i> Base price: \$32.25*	<ul style="list-style-type: none"> National Address Locator 7 year County Criminal Search One Name plus up to 3 aliases National Criminal Database National Sex Offender Database Education verification – highest degree Motor Vehicle Report: If operating vehicles or heavy machinery
Package 1 A La Carte options: ~\$4.00	<ul style="list-style-type: none"> Credit Check: If job-related (as defined by CA Labor Code §1024.5)
Package 2: For Staff/MPP/Faculty positions (NO DRIVING)	
Staff/MPP Employee Package <i>Accurate Background</i> Base price: \$29.75*	<ul style="list-style-type: none"> National Address Locator 7 year County Criminal Search One Name plus up to 3 aliases National Criminal Database National Sex Offender Database Education verification – highest degree
Package 1 A La Carte options: ~\$4.00	<ul style="list-style-type: none"> Credit Check: If job-related (as defined by CA Labor Code §1024.5)
Package 3: For Staff/MPP/Faculty positions with regular/unsupervised direct contact with minors (WITH DRIVING)	
Staff/MPP Employee Fingerprint Package <i>IMPORTANT: Both LiveScan (FBI & DOJ) & Accurate Background are required</i> ~\$64.00 Plus Base price: \$13.50†	Ordered through a California Live Scan agency: <ul style="list-style-type: none"> LiveScan fingerprint roll with FBI and Dept of Justice results Complete at UPD or a California Live Scan agency using the HSU request form: http://www2.humboldt.edu/forms/node/105 Ordered through Accurate Background: <ul style="list-style-type: none"> National Sex Offender Database Search Education Verification Motor Vehicle Report
Package 2 A La Carte options: ~\$4.00	<ul style="list-style-type: none"> Credit Check: If job-related (as defined by CA Labor Code §1024.5)

>>>Packages continue on page 2<<<

Package 4: For staff/MPP/Faculty positions <u>with regular/unsupervised direct contact with minors</u> (NO DRIVING)	
Staff/MPP Employee Fingerprint Package <i>IMPORTANT: Both LiveScan (FBI & DOJ) & Accurate Background are required</i> ~\$64.00 Plus Base price: \$11.00 [†]	Ordered through a California <i>Live Scan</i> agency: <ul style="list-style-type: none"> • <i>LiveScan</i> fingerprint roll with FBI and Dept of Justice results Complete at UPD or a California Live Scan agency using the HSU request form: http://www2.humboldt.edu/forms/node/105 Ordered through <i>Accurate Background</i>: <ul style="list-style-type: none"> • National Sex Offender Database Search • Education Verification
Package 2 A La Carte options: ~\$4.00	<ul style="list-style-type: none"> • Credit Check: If job-related (as defined by CA Labor Code §1024.5)

Package 5: For Emergency Hire, Special Consultant, or Student Worker (with access to Level 1 Data) positions	
Emergency Hire/ Special Consultant Package <i>Accurate Background</i> Base price: \$24.75 [§]	<ul style="list-style-type: none"> • National Address Locator • 7 year County Criminal Search • One Name plus up to 3 aliases • National Criminal Database • National Sex Offender Database
Package 5 A La Carte options: ~\$4.50	<ul style="list-style-type: none"> • Motor Vehicle Report: If operating vehicles or heavy machinery

Package 6: For Student Worker, Emergency Hire, Volunteer, or Special Consultant positions <u>with regular/unsupervised direct contact with minors</u>	
Student Worker/Emergency Hire/ Volunteer/ Special Consultant Fingerprint Package <i>IMPORTANT: Both LiveScan (FBI & DOJ) & Accurate Background are required</i> ~\$64.00 plus ~\$6.00	Ordered through a California <i>Live Scan</i> agency: <ul style="list-style-type: none"> • <i>LiveScan</i> fingerprint roll with FBI and Dept of Justice results Complete at UPD or a California Live Scan agency using the HSU request form: http://www2.humboldt.edu/forms/node/105 Ordered through <i>Accurate Background</i>: <ul style="list-style-type: none"> • National Sex Offender Database
Package 6 A La Carte options: ~\$4.50	<ul style="list-style-type: none"> • Motor Vehicle Report: If operating vehicles or heavy machinery

Package 7: Motor Vehicle Report-only check for Students and Student Workers, Volunteers, Emergency Hires, Special Consultants, or Employees driving on University business	
Driver Only Package <i>Accurate Background</i> ~\$4.50	<ul style="list-style-type: none"> • Motor Vehicle Report

>>>Packages continue on page 3<<<

Part 2: Conduct Department-level Checks

Reference Checks:

- The department checks candidate references and verifies relevant employment for the last 5 years, reporting results to the Human Resources or Academic Personnel Services Departments using the Reference Check Form: <https://www2.humboldt.edu/forms/node/1023>.
- Please note that reference checks are not required for Emergency Hires and Special Consultants, but may be conducted at the discretion of the department.

Professional Licenses and Certifications:

- If required for the position, Department provides verification of the license/certification to the Human Resources or Academic Personnel Services Departments.

* Additional costs may be incurred based on counties in which candidate has lived. For verification of degrees, additional fees may apply.

† For verification of degrees, additional fees may apply.

‡[§] Additional costs may be incurred based on counties in which candidate has lived.