

Background Check Agency Billing Form

Location: Salt Lake County Human Resources
2001 South State Street, N4-700
SLC, UT, 84114

Required Documents: Background Check Agency Billing Form (this form)
Criminal Record Waiver Form
Federal or State Issued Photo ID or Current Passport

Employee Information:

Applicant Name: (As listed on SS card) Date:
Applicant DOB: Applicant SSN:
Hiring Division: EIN:
Position:

Account Codes for Fingerprinting Charges:

Fund
Agency
Department ID
Account
Program Code
Budget Reference

Project Costing:

Fund Source
PC Bus Unit
Project ID
An Type
Activity

Agency Authorization:

Print Name:
Signature:

Type of Background Check Required and Agency Billing Code:

(Please select only one):

- WIN Check (Western Identification Network): FANC-B1378**
- WIN Check with RapBack (WIN only with Record of Arrest and Prosecution): FANC-B3025**
- WIN/FBI Check (WIN/Federal Bureau of Investigation): NFUF-B1583**
- WIN/FBI Check with RapBack: NFUF-B3026**
- NCIC/FBI (National Crime Information Center/FBI): MAP-B1019** *Information Services and Criminal Justice employees only*

In order for a background check to be processed this form needs to be completed and submitted to Human Resources with a Criminal Record Waiver Form.