

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

This form should only be used when needing to complete a background investigation on employees or applicants outside of the applicant tracking system (iPAWS and FacultyJobs). View the 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 [employ@uga.edu](mailto:employ@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: [employ@uga.edu](mailto:employ@uga.edu)  
Fax# 706-542-3284