



BACKGROUND CHECK APPROVAL/EXCEPTION REQUEST

Contact Person / Phone Number	Agency / Division / Bureau
Current Classification (including working title if requesting a credit check or to gather conviction record information):	Job Announcement Code (if requesting a credit check or to gather conviction record information):
Date of Request	

Selection Summary *(Check the box below which describes the approval you are requesting)*

- A. Request to run a credit check. Prior to running a credit check, approval must be received by the BMRS Director.
- B. Request to gather information regarding conviction records of applicants prior to certification. Gathering any type of conviction record information prior to certification must be approved by the BMRS Director.
- C. Request to track completed background checks in a system other than PeopleSoft.

Written Justification: Provide a detailed description of the information you want to collect and the reason for collecting this information. If requesting to gather conviction record information, provide Justification/Evidence that the conviction record will disqualify the applicant for the position. If requesting to utilize a system other than PeopleSoft, describe the system you will use and the reason you want to use a different system.

Note: Approved/denied request forms shall be retained at the agency for audit verification purposes.

Recommended By:

Agency HR Manager or HR Specialist Signature & Date

Approved Denied by BMRS/Division Approval Authority

BMRS/Division Approval Signature & Date