



**TEXAS A&M UNIVERSITY  
GALVESTON CAMPUS.**

Department of Human Resources  
PO BOX 1675 Galveston, Texas 77553  
Building 3027 Suite 123  
409-740-4532

***Criminal Background Check Request Form***

**Instructions to department: Enter information below on the individual for whom you wish to conducts a background check.**

**Provide the Criminal Background Check Instructions page to the prospective employee, current employee, or volunteer.**

Name (Last, First, Middle) <b>Provide name as it appears on Social Security Card:</b>		
Phone Number:	Email Address:	
Department:	HIRING Supervisor:	Job Title:

Type of Employment:     Volunteer     Student     Staff     Faculty  
 Grad Student     Research     Wage     Visitor     Current Employee

**\_\_\_ Yes \_\_\_ No:    DOES THIS EMPLOYEE HAVE A PROFESSIONAL REASON TO BE IN A LAB UTILIZING HAZARDOUS MATERIALS OR EQUIPMENT?**

**(If yes, you must also update the position description (if applicable) with the following language: *This employee does have a professional reason to be in a lab utilizing hazardous materials or equipment*)**

<b>(FOR VOLUNTEERS ONLY) CAMP ACCOUNT NUMBER FOR CHARGES:</b>
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<b>FOR INTERNAL USE:</b>	
<b>PAYING ACCOUNT:</b>	
<b>RATE OF PAY:</b>	

**If the person for whom the background check will be done does not currently have an email address, one can be created at Google by following the instructions found at:**

[http://ehow.com/how\\_4603644\\_free-google-email-account.html](http://ehow.com/how_4603644_free-google-email-account.html)