

INSTRUCTIONS FOR COMPLETING BACKGROUND CHECKS ON COVERED ADULTS

1. Program Directors or other individuals completing the Program Registration Form should contact the Human Resources (Employment and Records) to verify background check dates for employees who have been identified as Covered Adults.
2. Each Covered Adult must complete the background check release form (Fair Credit Reporting Act Disclosure and Authorization to Release Information) and submit it to their Program Director.
3. The Program Director will send all background check release forms to Human Resources (Employment and Records) for processing. All background checks for Minors on Campus programs must clear every four (4) years.
4. The following information should be included when submitting the background check release forms for Covered Adults:
 - Program Title/Department Name
 - Contact Person including name, phone number, and e-mail address
5. Completed background check forms should be sent to hrbgchck@uthsc.edu via [UT Vault Secure Emailing System](#) or hand-delivered to:
Human Resources
910 Madison Ave. 1st Floor
Ste. WP012
Memphis, TN 38163
6. Covered Adults scheduled to participate in any Minors on Campus (MOC) event must clear the background check process prior to the event. If the background has not cleared prior to the MOC event, the Covered Adult(s) will not be approved to participate in the event.
7. If the Covered Adult (s) results show negative information, the Designated Official (DO) will be notified to determine if the negative information would prohibit the Covered Adult(s) from participating in the MOC event. If the DO has determined through HR processes that the Covered Adult(s) will not be approved to participate in the event, he/she will notify the Program Director in writing of the decision.

Program Directors may also contact the following individuals for additional information.

Anesha Jones

Designated Official
ajone248@uthsc.edu
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Jessica Tackett

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901.448.5155

HUMAN RESOURCES

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