

Background Check Investigations

WHY DOES THE UNIVERSITY CONDUCT BACKGROUND CHECK INVESTIGATIONS?

- University of Central Florida performs criminal history background checks to promote a safe and secure environment for all students, faculty, staff, and visitors.

WHO NEEDS A BACKGROUND CHECK INVESTIGATION?

- All final candidates for Faculty, Executive Service, Administrative & Professional (A&P), University Support Personnel System (USPS), OPS Non-Students, and OPS Graduate positions need at least a UCF Standard Criminal History Background Check. A credit check may be conducted based on the duties of the position.
- Some OPS Undergraduate Students and Federal Work Study Student (FWS) appointments and volunteers may need a UCF Standard Criminal History Background Check depending on their assigned duties.
- Some individuals may need a Level 2 Criminal History Background Check with fingerprinting, depending on the duties of their position.
- Temporary workers hired through a staffing agency and contractors working at UCF must provide certification of Florida State Level 1 background check clearance.

WHEN MUST THE CRIMINAL HISTORY BACKGROUND CHECK BE COMPLETED?

- Before the start of employment or volunteer service for all applicable appointments.
- Background Checks can take from 48 hours to potentially several weeks depending on the responsiveness of the candidate and any required reviews of the background check report.

WHO CONDUCTS THE CRIMINAL HISTORY BACKGROUND CHECK?

- UCF partners with Truescreen a third-party vendor for background checks. When a background check is requested, the candidate will receive an email from Truescreen for authorization. The Truescreen email will provide instructions and the link to a secure site to authorize the background check.
- For more information on the criminal background check components, review the [UCF Background Check Policy](#).