

**University of Cincinnati Police Division  
Background Information Check  
Company Billing**

(department or Company Name) agrees to pay for the cost of fingerprint/background check for the following individual(s):

Name:

DOB:

Name:

DOB:

Name:

DOB:

Name:

DOB:

We understand that it may take up to 40 business days to get the written results back on fingerprints. We also understand that should a fingerprint result come back as "flagged" the individual may not be cleared to work following the University of Cincinnati Personnel Policy and Procedure guidelines.

**Billing Arrangements:**

**I. University Department:**

SAP Number:

Internal Order Number:

(Fund- 7)(Cost Center-10)(Functional Area – 1)(G/L Commitment Item No.-6)

Authorization Name:

Title:

Name and Mail location of who the Notification Results Will Be Sent To:

## II. Outside Company Information:

Name:

EIN Number/Provider Number at University:

Billing Address:

Responsible Person:

Phone:

Email:

Fax:

Name and Address of Person Receiving Results Notification:

**Please print this form and take it with you to Four Edwards.**

**Payment by credit card can be completed in person only.**

- (1) Fingerprinting is done Monday through Friday 8 am to 4 pm unless special arrangements are made.
- (2) A "flagged" fingerprint check is an electronic notification to Public Safety that a situation exists in the background of the individual which warrants further explanation. Please note that it can take up to 40 working days to receive this information through the mail.
- (3) In State fingerprint/Background checks are run for individuals who have lived within the state of Ohio for the past 5 years. National fingerprint/Background checks are run on individuals who live or have lived outside of the State of Ohio within the past 5 years.  
For employment purpose for the University, both the State and National checks will be run. Proof of identity and permanent home address must be provided. (Driver's License/State ID card)  
Outside companies determine if State and/or National checks will be run.
- (4) Both the State and National checks will be run on individuals working with or volunteering to work with children in a program using the University's facilities or Sponsored by the University. Proof of identity and permanent home address must be provided. (Driver's License/State ID card)  
Outside companies determine if State and/or National checks will be run.

In-State fingerprint Charge: \$32.00

National Fingerprint Charge: \$34.00