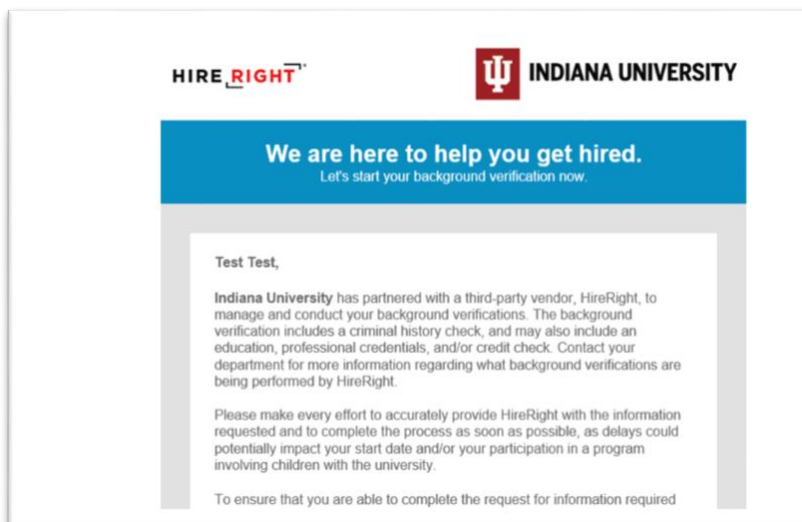


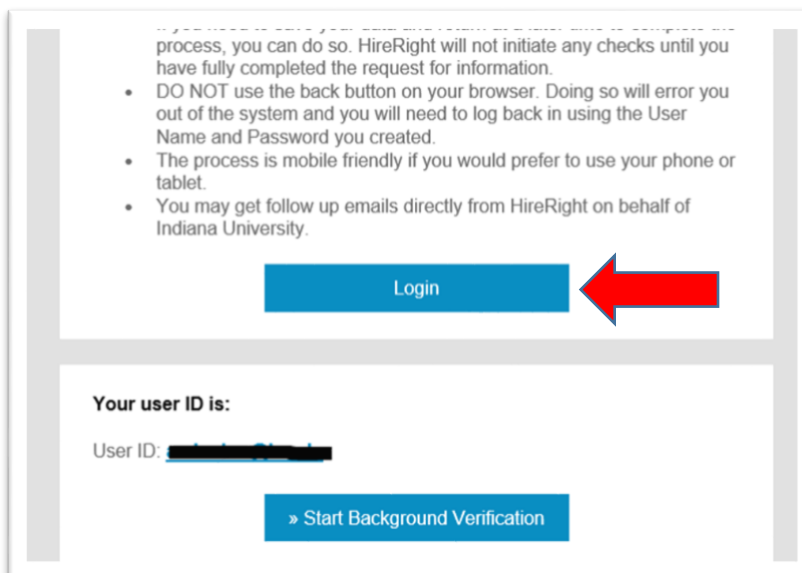
HireRight Background Check Applicant Guide

- If you encounter any problems or have any questions while completing the background check form, please reach out to **HireRight at: 1-877-990-4473**.
- You can also utilize the **live chat function** on the left hand side of the background check application at any point during the process.
- Be sure to only use the “Back” and “Next” buttons at the bottom of the page to navigate through the check. Using the browser back button will log you out with an error.

1. You will receive an e-mail from “HireRight Customer Support noreply@hireright.com”, that will look similar to this:



2. After reading the message, scroll down and click, “Login”. This will open a web browser window.



3. Create a password, and have the opportunity to opt in to text messages that will help you follow the progress of your background check. Click “Next”.

The screenshot shows the 'Create New Password' section with two password fields. The first field has a green checkmark and the text 'Your password requires: ✓ 1 Upper case letter ✓ 1 Number ✓ more than 7 characters'. The second field has a green checkmark and the text 'Passwords match'. Below this is the 'Text Notifications' section with a radio button selected for 'Yes'. A 'Next' button is at the bottom.

4. Next you will see the HireRight welcome page. Read through and then click “Start Form” at the bottom of the screen.

The screenshot shows the 'Background Verification Instructions' page. It includes a flowchart with three steps: 'Step 1', 'Step 2', and 'Step 3'. Below the flowchart is a list of 'Additional Instructions' and a 'Start Form' button at the bottom right. A red arrow points to the 'Start Form' button.

5. Enter the required personal information exactly as it appears on your government issued ID (first name, middle name, last name and any aliases). If you do not have a middle name, check the box stating this. Make sure you also have the additional certification boxes checked.

Name

Please provide your name exactly as it appears on your current government-issued identification document such as your **Passport, Driver's License** or **National Identification Document**

First Name *

Middle Name

 I certify that I do not have a Middle Name on my official identification document

Last Name *

Suffix

 I certify this is my current legal name, exactly as it is displayed on my government-issued identification document *

6. Enter your current address and e-mail address.
Click "Next".

Current Mailing Address and Contact Information

Country *

Street Address *

City *

State or Territory *

ZIP Code *

When did you start living at this address?

Month Year

Phone *

 ext.

E-mail *

7. Enter your personal identification data, including your date of birth, social security number and sex.
 - a. If you do not have a SSN, be sure to select “I don’t have a Social Security Number”.
 - b. If you do not identify with either of the sexes listed, please contact HireRight support to determine the best way to continue.

Identification

Date of Birth * ?

Month: August | Day: 13 | Year: 1998

Re-enter Date of Birth * ?

Month: August | Day: 13 | Year: 1998

USA Social Security Number (SSN) * | Re-enter USA SSN *

****-**-**** | ****-**-****

I don't have a Social Security Number

Sex * ?

Male Female

8. Next, enter your address history. IU requires you to enter 7 years of address history. These entries must be entered end-to-end (example: *August 2013 to September 2014*, then, *September 2014-July 2020*).
 - a. If you leave any gaps, you will be asked to provide a reason for this address gap.
 - b. To add another address, click “+Add Another Address”
 - c. Once you have completed entering all 7 years of address history, click “Next”.

Residence History

Please tell us where you have lived during the last 7 years

Current Address [Edit]

Country * USA

Street Address * 1234 Internet Street

City * Bloomington

State or Territory * Indiana

ZIP Code * 47405

When did you start living at this address? *

From * August | Year * 2018

Previous Address [Remove]

Previous Address [Remove]

Country * USA

Street Address * 400 E 7th St

City * Bloomington

State or Territory * Indiana

ZIP Code * 47405

Dates of Residency *

From * Month: August | Year: 2013 | To * Month: July | Year: 2018

[+ Add another address](#)

← PREVIOUS | Save | NEXT →

9. The next portion of the check will ask you about any criminal history. Read the statement on Candidate Self-Reporting, and select “Yes” if you have information to disclose, and “No” if you do not.

HIRE RIGHT Applicant Center

Form Steps

Instructions

Personal Information

Residence History

Candidate Self-Reported Information

Review Your Information

Screening Disclosure and Authorization

Other Disclosures and Authorizations

Find Answers

Contact Us

Link Chat

Email & Phone Numbers

Progress

Candidate Self-Reported Information

Have you ever been convicted of a criminal offense that has not been expunged, restricted, or sealed by a judge? (Convicted means you were declared guilty by a judge or you pleaded guilty in court. A conviction may have even taken place if you did not pay a fine or spend time in jail or in prison. A conviction could have been for either a misdemeanor or a felony. Certain traffic offenses rise to the level of a misdemeanor or felony and must be declared; examples include driving under the influence, driving on a suspended license, reckless driving, leaving the scene of an accident, and vehicular homicide. A criminal history investigation is done on each new employee, and employment with the University is conditional, subject to the findings of a criminal history investigation. Answering yes to this question does not automatically disqualify you for employment; however, information obtained from the investigation will be used in the employment review process.) *

Yes No

← PREVIOUS Save NEXT

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- a. If you have criminal history to disclose, enter the offense information as accurately as possible. Then click “Next”.

Find Answers

Contact Us

Link Chat

Email & Phone Numbers

Offense

Offense *

Case Pending

Offense Date *

Month Day Year

Disposition *

(2000 characters left)

Disposition Date *

Month Day Year

Find Answers

Contact Us

Link Chat

Email & Phone Numbers

You must enter a City or County for all offenses listed in the USA.

Country *

USA

City

County

State or Territory *

-- Select From List --

Name offense committed under (if different than current)

First Name Middle Name Last Name

+ Add offense history

← PREVIOUS Save NEXT

- Review all of the information you have entered on the background check forms for accuracy. You can return to any section and make changes as needed. Once you are satisfied that all information looks correct, hit “Next”.

- Review the screening disclosure forms and electronically sign them at the bottom of the page. Then click “Accept & Continue”.

- Review the authorization form and electronically sign this at the bottom of the page. Then click, “Accept and Submit”.

13. If your background check forms have been fully completed, signed and submitted, you will see the following confirmation page:

