

**Augusta University
POLICE DEPARTMENT**

524 15th Street; Augusta, Georgia 30912-7500
(706) 721-2911

AU Student Background Check Consent Form

I hereby authorize the Augusta University Police Department to receive any criminal history information pertaining to me which may be in the files of any state or local criminal justice agency in Georgia. I understand that ***I am required*** to complete the Student's portion of this form in its entirety, and ***must present*** my AU Student ID and a positive ID (*Driver's License, State ID Card, or Passport*), to verify my identity when dropping off this form at the AU Police Department, and that my failure to do so will result in a delay or denial of this form being processed.

Student's Name (Last, First MI):	Date of Birth:	SSN:

Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Race: <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> Black <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Unknown
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Address:	City:	State:	Zip Code:

Special provisions – (check all that apply) In this position will you be working with or attending to:	<input type="checkbox"/> Children <input type="checkbox"/> Elderly <input type="checkbox"/> Mentally Disabled <input type="checkbox"/> N/A
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Student's Signature:	Date:

↻ This authorization is valid for 30 days from date of signature.

Instructions: Complete the above form and drop it off at AU Police Dispatch located in the Annex II building (HT), at 524 15th Street; Augusta, GA, for processing. You can drop off the form at any time. Your background check should be ready for pickup the next business day by 4 PM, at AU Police Dispatch, with the exception of weekends and holidays. You may call (706) 721-2911 to see if your form is ready for pickup or we can notify you by e-mail. (**See page 2 for processing instructions.**)

<input type="checkbox"/>	I want to be notified by e-mail when my Background Check is ready for pickup, my e-mail address is:	
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FOR AU POLICE USE ONLY	Date Received by AU Police:
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✓ **Student's identification** was / could not be verified by: _____ (Officer's Name).

I have conducted a criminal history check on the above named student and found:

- NO CRIMINAL HISTORY**
- CRIMINAL HISTORY**
(See attached and/or Comments)

Comments:

PSD Signature: _____ **Date:** _____

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Instructions

➔ AU Student:

- The “Augusta University Student Background Check Consent Form” can be found on AU PSD Website at: http://www.gru.edu/publicsafety/documents/student_bg_check_consent.pdf
- Download / Print the form.
- You **must** complete Student’s portion of this form in its entirety.
- You **must** Sign and Date the form.
- Drop off the form at AU Police Dispatch, located in the Annex II building (HT), southwest corner double glass doors with AU Police Department above the doors.
- This form can be dropped off any time day or night.
- You **must** present the person taking your form with your AU Student ID Card, and a positive ID, such as your Driver’s License, State ID Card, or Passport, to verify your identity.
- If you want to be notified by e-mail when your background check is ready for pick up, you **must** check the box and provide your e-mail address on the form in the space provide.
- Your background check should be ready for pickup the next business day by 4 PM, at AU Police Dispatch, with the exception of weekends and holidays.
- You may call (706) 721-2911 to see if your form is ready for pickup at AU Police Dispatch.

➔ AU Police Dispatchers / PSD Personnel - Receiving / Returning the Form

PSD personnel will...

Receiving the Form:

- Check the form to make sure it is completed correctly.
- **Verify the Student’s ID by:**
 - Check to verify the requestor is an AU Student, by checking their Student ID Card/Badge.
 - Verifying the Student’s ID information by checking a positive ID, such as the Student’s Driver’s License, State ID Card, Passport, etc.
 - If the Student’s ID **cannot be verified**, check the appropriate block, sign in the space provided, note in the comments section the reason, and return the form to the Student.
 - If the Student’s ID **is verified**, check the appropriate block, sign in the space provided and accept the form for processing.
- Forward the form(s) to the Records Section for processing.

Returning the Form:

- Processed Student Background Check Forms will be placed at Augusta University Police Dispatch for pickup, by the Student requesting the background check.
- The form will placed in sealed envelopes marked “Background Check” with the Student’s Name on the front, for return to the requesting student.
- If a student calls Dispatch to check to see if their Background Check is ready for pickup, check the caller’s name to see if their sealed envelope is in Dispatch, inform the caller if they have an envelope for pick up.
- Check the Student’s ID to verify the name and photo match, before giving the Student the sealed envelope. (Only the requesting Student can pick up his / her form.)
- **If the Student does not have positive ID**, at the time of pickup, **DO NOT** give the sealed envelope to the requesting person. Inform them they must have positive ID before the sealed envelope can be released to them. This is to ensure Augusta University Police do not violate GCIC rules and Ga. State Law pertaining to the dissemination of Criminal History Information, and to protect confidential information of our students.