**Electronic Criminal Background Check Process**

**Purpose:**  To protect the University, its faculty, staff, and students, and members of the public who have dealings with the University from suffering physical, emotional, and financial harm while also protecting the privacy of individuals who apply to University positions.

**Procedures for Conducting Check**: Please obtain the applicant’s full name and any alias and email address. Please email this information to either Sherry Roe at [sherry-roe@uiowa.edu](mailto:sherry-roe@uiowa.edu) (for P&S positions) or Alaina Hanson at [alaina-hanson@uiowa.edu](mailto:alaina-hanson@uiowa.edu) (for TA, RA or Faculty positions) along with the org and department ID. Sherry or Alaina will input this information into the GIS System (General Information Services – Background check vendor) and GIS will directly email a link for the applicant to complete the CBC online. Applicants will have 7 days to click on the link from their email and complete the CBC.

**Notification of Results:** Sherry Roe or Alaina Hanson will email the appropriate contact person who requested the check, Administrator and/or HR Rep once they have received the results of the check.