Completing Your Background Check (Required by Stanford)
Important Notice: You Must be Background Checked before attending New Employee Orientation

Step 1: Access the Background Screening website & Log In

2. On the Background Check Welcome page, enter the SHC/LPCH 5 digit employer code in the Employer Name or Code field, same as the I-9: 12967

   Please Note: The Employer Name or Code applies to both Stanford Hospital and Clinics & Lucile Packard Children's Hospital employees.
3. Please repeat the provided code into the authentication box. Type the letters shown in the gray box into the empty field.
4. Click Enter.

Step 2: Authorization and Disclosure via Electronic Signature

1. The Consumer Disclosure is a document required by California that discloses that the employer background screens applicants. Please review the information on the form and follow the instructions to submit your electronic signature.
2. The Consumer Authorization is a document required by the FCRA to obtain permission from the applicant to conduct the background check. Please review the information on the form and follow the instructions to submit your electronic signature.
3. Once you have reviewed the documents along with the Summary of Rights page and followed the electronic signature procedures, Click Submit.
Step 3: Complete the Background Application & Submit

1. In the fields provided, enter your name, address, date of birth, and Social Security Number and all information requested to complete your background check.

2. Once the application is completed in its entirety, Click Submit Application for Processing.

Step 4: Confirmation Page

Once the application is submitted to USA-FACT, you will receive a confirmation page containing a request number. Either print this page or copy down the request number in the event of a dispute of any information on the background report. A green check mark indicates a successful transfer of data, a red check mark will indicate that you need to go back and check your data. If you are experiencing any technical difficulties, please contact USA-FACT at 800.547.0263 or email us at customerservice@usafact.com.

Additional Information Regarding Background Checking

If you have questions about the background screening process or would like to learn more about credit reporting or how to reduce your risk for Identity Theft, visit our Consumer Awareness site located at www.reviewmyreport.com. The website was designed to answer specific questions regarding the screening process and provide applicants the opportunity to dispute erroneous information on a report.

USA-FACT does not make the hiring decision for clients, we provide them informative reports. If there is an error on a report, notify us immediately for resolution, however if there is something you want to explain on a report please contact the employer.