

Completing Your Background Check (Required by Stanford)

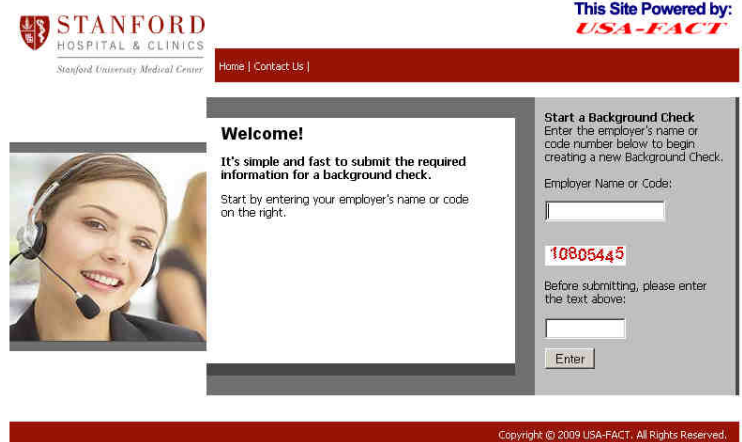
Important Notice: You Must be Background Checked before attending New Employee Orientation

Step 1: Access the Background Screening website & Log In

1. Open your Internet web browser and type www.usafact.com/stanford or <https://www.usafact.com/stanford> in the address bar and press **Enter**.
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**.



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Welcome!

It's simple and fast to submit the required information for a background check.

Start by entering your employer's name or code on the right.

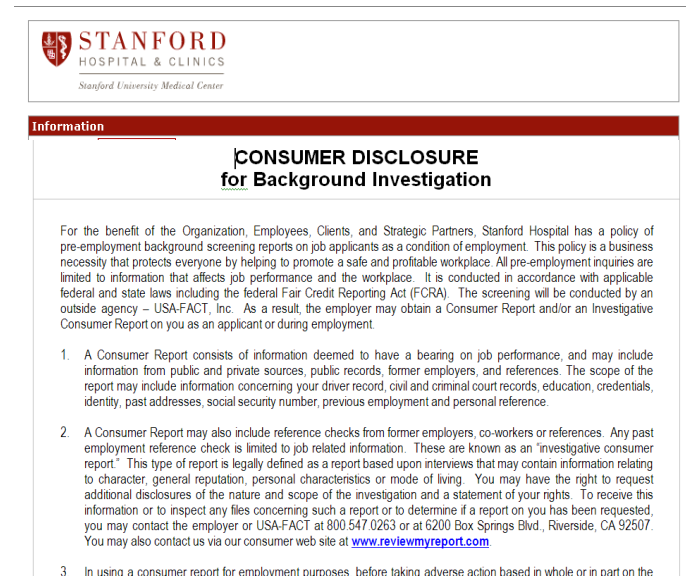
Employer Name or Code:

Before submitting, please enter the text above:

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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**.



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Information

**CONSUMER DISCLOSURE
for Background Investigation**


For the benefit of the Organization, Employees, Clients, and Strategic Partners, Stanford Hospital has a policy of pre-employment background screening reports on job applicants as a condition of employment. This policy is a business necessity that protects everyone by helping to promote a safe and profitable workplace. All pre-employment inquiries are limited to information that affects job performance and the workplace. It is conducted in accordance with applicable federal and state laws including the federal Fair Credit Reporting Act (FCRA). The screening will be conducted by an outside agency – USA-FACT, Inc. As a result, the employer may obtain a Consumer Report and/or an Investigative Consumer Report on you as an applicant or during employment.

1. A Consumer Report consists of information deemed to have a bearing on job performance, and may include information from public and private sources, public records, former employers, and references. The scope of the report may include information concerning your driver record, civil and criminal court records, education, credentials, identity, past addresses, social security number, previous employment and personal reference.
2. A Consumer Report may also include reference checks from former employers, co-workers or references. Any past employment reference check is limited to job related information. These are known as an "investigative consumer report." This type of report is legally defined as a report based upon interviews that may contain information relating to character, general reputation, personal characteristics or mode of living. You may have the right to request additional disclosures of the nature and scope of the investigation and a statement of your rights. To receive this information or to inspect any files concerning such a report or to determine if a report on you has been requested, you may contact the employer or USA-FACT at 800-547-0263 or at 6200 Box Springs Blvd., Riverside, CA 92507. You may also contact us via our consumer web site at www.reviewmyreport.com.
3. In using a consumer report for employment purposes, before taking adverse action based in whole or in part on the



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**.



Information

Fields with **red borders** are required. Please make sure they are filled in correctly.
Be sure to read and understand explanations of your rights regarding the data you are submitting: [FTC Summary of Rights, Authorization and Disclosure](#).

Applicant Information

Today's Date: 2/27/2009

Last Name: (As it appears on Social Security Card)

First Name:

Middle Name:

AKAs: [Add AKA](#) (If your work or school records differ from the name listed above.)

Social Security Number: - -
Note: The Social Security Number you provide will be used by the University to verify your identity. This notification is provided to you as required by the Federal Privacy Act of 1974.

Driver's License Number: State of Issue:

Date of Birth: (mm/dd/yyyy) Gender: Male Female


Address:

Current Residence: City: State/Province: Zip/Postal Code:
Note: International (non-Canadian) Applicants: Please call 1-800-547-0263 for assistance with this form.

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.

Success X

 **Your information was successfully submitted.**


Application ID:

Please make a note of the Application ID for future reference.

Note: You will be required to sign a document certifying this data is correct to the best of your knowledge and authorizing the background check.

You have successfully logged out. To ensure the maximum protection of your personal information, we recommend that you close your Internet browser.

Warning

 **There was a problem processing your information.**

Please make sure **all** the **required** fields are completed.

Click [here](#) to go back and review your information.

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 web site 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 making 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.

ReviewMyReport

Home [Dispute Report](#) [Your Rights](#) [Contact Us](#)

Consumer Notice:

Have you recently received a letter stating you've been denied employment or residency due to information provided by USA-FACT? If there are any inaccuracies in the data on your background report, by law USA-FACT must allow you the opportunity to dispute information you believe is incorrect.

Simply click the submit dispute link. You will be asked some personal questions to confirm your identity and be provided an electronic dispute form that will be immediately processed by USA-FACT personnel.

To dispute your background report, click here.
>> Submit Dispute



Resources

- Information Sources
- Credit Score Info
- Protect Your Identity
- Social Security Card FAQ
- Id Theft Victim?
- Here's What to Do

About Us

- USA-FACT
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