NOTICE: Criminal Background Check Instructions for Prospective Employee, Current Employee or Volunteer

You are being given this notice because any prospective employee, current employee (in specific instances) or volunteer is required to have a criminal history check to work at Texas A&M Health Science Center. You must have an email address to receive the instructions. If you do not currently have an email, one can be created at Google: [https://accounts.google.com/SignUp](https://accounts.google.com/SignUp)

It is important you read, understand and comply with the following information:

- **Form:** Human Resources will receive a Criminal Background Check Request Form completed by the appropriate department or event coordinator. Using this information, they will enter your name and email address in the criminal history vendor website hosted by *Sterling BackCheck*. That entry will trigger an email to you for background check purposes.

- **Email:** You will receive an email from Sterling BackCheck.com with the subject title of “Texas A&M Health Science Center – Background Screening Instructions”. Please check your junk or spam folder if you do not see this in your inbox. The email will contain a link to a secure server.

- **LINK:** Using the link provided in the email, you will log into a secure server where you will create a userid and password. You will enter the information required to perform the criminal history check.

- **CONSENT:** You must give your consent to complete the background check via this website and you will receive copies of all documents you complete. You must complete ALL the requirements before the criminal history can be conducted.
  - The link provided in the email will expire in a short time frame so it is critical you respond immediately upon receipt.
  - Failure to consent and complete the required information will make you ineligible for employment or volunteer purposes.

- **QUESTIONS:** If you have any questions before you begin the process, please consult with the appropriate Texas A&M Health Science Center staff member helping you through this process or contact Human Resources at employment@tamu.edu or 979.436.9210.
  - Once you begin the process, you are provided with contact information on the website for any questions.

Thank you in advance for your prompt attention to the requirements of this process!