

UAB FINANCE AND ADMINISTRATION
The University of Alabama at Birmingham
Office of the Senior Vice President for Finance and Administration

Program Name	Program Date
Name of Legal Entity	
Program Contact Name	
Program Contact Email	Program Contact Phone

I certify that background checks have been or will be conducted on all persons working in the program named above. These background checks:

- ___ have been completed within the 12 months prior to the start date of the program; or
- ___ will be completed prior to the first day of the program.

Each check met or will meet the following minimum requirements and parameters:

- A. Criminal Search
 - i. 10-year felony and misdemeanor search based on all jurisdictions provided on application and social security number trace.
 - ii. Hands on county criminal search or direct access to county court terminals that are updated daily are utilized.
 - iii. Statewide searches conducted in the following areas: Alaska, Alabama, Arizona, Colorado, Connecticut, District of Columbia, Florida, Hawaii, Iowa, Idaho, Kansas, Kentucky, Maryland, Michigan, Missouri, New Mexico, New York (when applicable), North Carolina, North Dakota, Oklahoma, Rhode Island, South Carolina, and Wisconsin
 - iv. Federal criminal search conducted on a nationwide basis in all United State District Courts.
 - v. All maiden names and AKAs are included in the search.

- B. Social security number traced through multiple sources to include the three credit bureaus.

- C. National DB Offender Scan: The scope is a multi-jurisdictional search consisting of court records, incarceration records, prison/inmate records, probation/parole/release information, arrest data, wants and warrants, 50 state Sex Offender Registry search, and the USA Patriot Act Search (U.S. and foreign sanctions and watch lists as provided by states, U.S. and foreign government, and international organizations). Any hits are verified at the court of original jurisdiction.

- D. Social media search conducted consistent with the requirements and parameters employed by the University’s vendor, Risk Mitigation.

I further certify these have been or will be reviewed for the following charges (or charges that are similar in nature to the following charges):

Felony Convictions

- Murder
- Child abuse or neglect
- Crimes against children, including child pornography
- Spousal abuse
- Crimes involving rape or sexual assault
- Kidnapping
- Arson
- Physical assault or battery
- Drug-related offenses committed during the preceding 5 years

Misdemeanor Convictions

(Committed as an adult against a child)

- Child abuse
- Child endangerment
- Sexual assault
- Child pornography

I further certify that all program staff will comply with the UAB Youth Protection Policy and will meet all supervision and oversight ratios outlined in the [Guide for Youth Programs](#) at all times.

None of the individuals working in the program have any of these disqualifying events in their background check report.

Sign: _____

Print: _____

Date: _____

Notary Statement

I hereby certify that _____, whose name is signed to the foregoing instrument or conveyance, and who is known to me, acknowledge before me on this day that, being informed of the contents of the conveyance, and they executed the same voluntarily on the day the day the same bears date.

Notary Signature: _____

Print: _____

Date: _____

My commission expires: _____

(Seal)