**PROCEDURES FOR STERLING CRIMINAL HISTORY BACKGROUND CHECK (CHBC) FOR MINORS (UNDER 18 YRS)**

1. Department should have the minor fill out the UND Criminal History Background Check Authorization Form.

* Department must complete the “Hiring Department” section of the form
* The Minor must complete the “Subject of Background Check” section thoroughly and provide signature
* Parent or Guardian must complete the Minor Background Screening Consent Form found at: (to be determined)
* Once the Department, Minor and Parent/Guardian has completed and signed the forms they must be turned into Human Resources for processing

2. Human Resources will e-mail the completed forms to Brian Davis at Sterling: brian.davis@sterlingbackcheck.com or SBPOD9@sterlingbackcheck.com (if Brian is out of office)

3. Once Brian/Sterling has entered the authorization and information into the Sterling Criminal History Background Check system we will be able to see the Minor’s name in the Pending section of Sterling.

4. When the Criminal History Background Check has been completed UND Human Resources will get an e-mail indicating the completion.

5. Human Resources will then email the hiring department to indicate that the individual is approved to work and department may proceed with the hiring process.

4/19/2017