

**University Events and Venues Criminal Background Check (CBC) Authorization Form**

Completed forms can be submitted in the following ways: Email: [cbc@hr.msu.edu](mailto:cbc@hr.msu.edu) or  
Mail: MSU Human Resources, 1407 S. Harrison Rd, Suite 110, East Lansing, MI 48823

**Section 1. Event & MSU Unit Information (Please Type or Print Legibly)**

Event Name:	<input type="checkbox"/> Wharton <input type="checkbox"/> Auditorium <input type="checkbox"/> Broad Art	Start Date:	MSU Unit/Department or Venue
	<input type="checkbox"/> MSU Museum <input type="checkbox"/> Planetarium		
Event Coordinator Name:	Phone Number:	Email Address:	

**Section 2. Volunteer/Worker Information (Please Type or Print Legibly)**

Last Name/Surname:	First Name/Given Name:	Middle Name:	
List any aliases and/or other legal names:			
	<b>MSU NetID:</b>		
Date of Birth (mm/dd/yyyy):	<input type="checkbox"/> Male <input type="checkbox"/> Female	MSU Student: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Local Address (Street):	City:	State:	Zip:
Cell/Local Phone Number (with Area Code):	Email Address:		

*This section does not apply to MSU Employees:*

EMERGENCY CONTACT NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

**CRIMINAL HISTORY**

Have you ever been convicted of a misdemeanor or felony crime?  Yes  No  
Are there felony charges pending against you at this time?  Yes  No

If you answer "yes" to either of these questions, please describe the nature of the crime(s) or charge(s), the date and place of the offense, and the legal disposition of the case.

**NOTE: The university conducts a criminal background check on all event and venue volunteers or workers. A "yes" response will not automatically disqualify an individual from consideration.**

I understand that I will not be allowed to begin to volunteer or work at a MSU sponsored event until a criminal background check has been completed.

I verify all information in Section 2 is true and accurate and authorize Michigan State University Human Resources to conduct a criminal background check on me and disclose my eligibility status to the MSU event coordinator.

Applicant's or Legal Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*MSU IS AN EQUAL OPPORTUNITY EMPLOYER*

**MSU HR OFFICE USE ONLY**

**HR Staff** \_\_\_\_\_

Date Form Received: \_\_\_\_\_ Date CBC Completed: \_\_\_\_\_ Date Coordinator Informed: \_\_\_\_\_

ICHAT Record:  Yes  No    OTIS Record:  Yes  No    NSOPW Record:  Yes  No    Eligible:  Yes  No