

Background checks at UMD are coordinated by the Department of Human Resources and Equal Opportunity (HR&EO). The hiring department will notify HR&EO of your need for a background check. The background check request may include a review of your motor vehicle record. If you do not have a driver's license, immediately notify the hiring department so that the background check request can be adjusted if necessary. HR&EO will then request GIS proceed with your background check. You will receive an email from Big10@geninfo.com (GIS), not UMD. You will be asked to create a user name and password in order to enter the GIS system. Your user name is the email address used to receive the email. You must respond to the email request within 5 days of the request or the link will expire.

If you do not have a social security number, you should use 999-99-9999 as your SSN when prompted for that information on the GIS form.

You will be asked to provide all names used in the past 7 years. You will confirm your name and add any aliases. You can edit your name if it was misspelled when the request was ordered.

You will be asked to provide 7 years of address history, which can include international addresses. You must provide at least 7 years of address history or you will not be allowed to proceed. If you report an international address, you will be required to complete additional documentation. GIS will subsequently email the applicable additional documents to you, which must be completed and returned to GIS in order to proceed with your background check.

For applicants living in Minnesota, Oklahoma, or California, if a copy of the background check is desired, you must check the "report copy" box in order for a report copy to be mailed to you. If you have an address in any other state and would like a copy of your report, you must contact GIS in order to have a report copy mailed to you. To request a copy of your report, contact GIS at (877) 590-4012 and provide the work order number associated with your background check (or your social security number).

If you experience difficulties while completing the background check, contact GIS at 855-626-7345.