

## Background Information:

Information You Will Need to Submit  
a Background Check into ORCHARDS



We have migrated to a new database to complete background checks, you will need to provide us with the information below to so that we can submit a new background check request into ORCHARDS. (new system)

Required	Subject individual (SI) Information
	Social Security # <i>(Note This is voluntary. The SI must approve):</i>
YES	Complete Name (Legal Name as on ID):
YES	Date of birth (mm/dd/yyyy):
YES	Residential address:
	Mailing address (if different):
YES	Prior names and aliases:
YES	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unknown/Not Specified <input type="checkbox"/> Other <input type="checkbox"/> Both
YES	Phone: <span style="float: right;">*Type of Phone (home, mobile, etc.):</span>
	2 <sup>nd</sup> Phone: <span style="float: right;">Type Phone:</span>
YES	Email:
	Residential History outside OR, past five years (SI will also disclose this) Include years lived at location:

Pre-Employment Information	
YES	Position/Job Title:
YES	Position Description (include worksite location; you can also upload on Verify Identity page): (include if you work at an adult or children foster care home)
Position Requires Direct Contact with:	
<input type="checkbox"/> Adults <input type="checkbox"/> Children <input type="checkbox"/> Confidential Information <input type="checkbox"/> Seniors <input type="checkbox"/> Finances/Financial Records <input type="checkbox"/> Information Technology Systems <input type="checkbox"/> Secure Facilities	
<input type="checkbox"/>	Position Requires: <input type="checkbox"/> Driving

### DETAILS

Employee Type: Depending on the request type you have chosen you will see one or more of the following. Choose one:

- Employee
- Contractor
- Volunteer/Student

[Identity] Document: You can confirm an SI's identity with a government-issued photo identification. The following are listed in ORCHARDS:

- Oregon State Issued Driver's License (Front & Back)
- Oregon State Issues Identification Card (Front & Back)
- Non Oregon State Issued Driver's License (Front & Back)
- Non Oregon State Issued Identification Card (Front & Back)
- United States Armed Forces ID
- Passport
- Visa
- High School/College ID
- Other Government-Issued Photo ID