

Instructions for Completing Background Checks on Covered Adults

1. Program Directors or other individuals completing the Program Registration Form should contact **Barica Horner** in Human Resources to verify background check dates for employees who have been identified as Covered Adults.
2. Each Covered Adult must complete the background check release form (**Fair Credit Reporting Act Disclosure and Authorization to Release Information**) and submit it to their Program Director.
3. The Program Director will send all background check release forms to **Barica Horner** in Human Resources for processing.
4. Please include the following information when submitting the background check release forms for Covered Adults:
 - Program Title/Department Name
 - Contact Person including name, phone number and e-mail address
5. Completed background check forms should be sent via campus mail to:

Barica Horner
Human Resources
910 Madison Ave., Ste. WP012
Email: hrbgchck@uthsc.edu
(901) 448-5945

Program Directors may also contact the following individuals for additional information.

Anesha Jones
HR Consultant
Email: ajone248@uthsc.edu
Phone: (901) 448-2574

Barica Horner
HR Specialist
Email: bhorner@uthsc.edu
Phone: (901) 448-5945