

GLCAC Background Check Adjudication Standards

1. **Criminal History**
2. **Sex Offender Registry Search**
3. **Employment Verification**
4. **Motor Vehicle Driving Record**
5. **Residential Address Verification**
6. **Consent Based SSN Verification**
7. ***New Hires – Drug Testing**

Upon completion of the background check, individuals will not be on the clear list for the following reasons:

1. Criminal History
 - i. Any felony conviction
 - ii. Pending felony criminal case
 - iii. Misdemeanor convictions within 5 years – not including public intoxication, simple assault, speeding, minor traffic violations, affray, or disturbance of the peace
 - iv. Active/outstanding warrant(s)
2. Sex Offender Registry search
 - i. Is registered as a sex offender
3. Employment
 - i. Employer denies applicant/employee worked for that employer (“no record of employment”)
 - ii. Variation in dates of employment greater than 90 days
4. Motor Vehicle Driving Record
Not used for adjudication.
5. Residential Address Verification
 - i. If CSI was unable to verify the applicant/employee’s present or past residential address using one independent source, the applicant/employee will not be placed on the clear list.

Comment/Suggestion: If CSI is unable to verify an applicant/employee’s address using one independent source, CSI will call the End User Agency/Contractor or applicant/employee directly to request more information or at least two documents that demonstrate proof of residency. (For a document to prove residency, it must state the residential address. A P.O. Box is not acceptable proof of residency). A list of acceptable documents is available at the following link: http://www.mass.gov/rmv/license/id_brochure.pdf.

If an applicant/employee fails to provide the additional information or the documents within 30 days of the request by CSI, the applicant/employee’s file will be closed and his or her name will not be added to the clear list.

6. Consent Based SSN Verification (CBSV)
 - i. If the Social Security Administration returns a No Match result
7. Drug Testing
 - i. If a positive result is returned after MRO review