



*Your Resource for Labor Relations and HR Assistance*  
 859 Willamette St., Suite 500, Eugene, OR 97401 www.lcog.org/lgps  
 (541) 682-4007 asklgps@lcog.org

## Pre-employment Background Investigation Request

**This is to request the Lane Council of Governments DBA Local Government Personnel Services (LGPS) to compile a report on behalf of \_\_\_\_\_.**

Name of your organization

This report may include but is not limited to criminal and civil court records, credit history, driving records, educational and professional credentials, and personal and professional references. This information may come from public or private sources and may contain information regarding character, experience, work habits and reasons for termination from past employers. This information shall be kept confidential for the use of the requesting agency only.

**Print Applicant's Name:** \_\_\_\_\_

**Other names used:** \_\_\_\_\_

**Applicant's Email Address:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**List what background information you seek:** \_\_\_\_\_

### Select Desired Services Below

#### Investigative

- County Court Criminal Searches
- Federal Criminal Records Search
- National Alias, Criminal Records and Sex Offender Locator
- US Department of Justice National Sex Offender Search

#### Verification

- Employment Verification
- Credit History

#### Credentials

- Education Verification
- Driving Records