

Premium – criminal BGC – the most thorough criminal search offered by HRS, the Premium used current and previous address information provided by the applicant, as well as a Social Security trace, which identifies address linked to the provided SSN, to identify county courthouse records corresponding to a candidate’s address history to reveal criminal records

WATCH – Washington State Patrol Criminal history database, which is a required check for positions with unsupervised access to children, developmentally disabled persons, and vulnerable adults.

SMS – Sexual Misconduct Statement

MVR – Motor Vehicle Record

Questions to determine which check(s) are needed:

MVR

Will this position include driving, either a personal vehicle or WSU vehicle, on behalf of WSU? (ie. Running errands, driving between different work sites, etc.)

Yes	No
MVR check is needed	MVR check is not needed

SMS

Will this position likely involve direct, ongoing contact with students in a supervisory role or position of authority?

Yes	No
SMS check is needed	SMS check is not needed

WATCH

Will this position likely involve unsupervised access to children, developmentally disabled persons, and vulnerable adults.

Yes	No
WATCH check is needed	WATCH check is not needed

Premium Background Check

Will this position:

- Require access to children or vulnerable adults as defined by [RCW 74.34](#)
- Engage in law enforcement
- Require security clearance
- Interact with WSU students in a counseling or advising capacity
- Have access to personal identifying and/or financial information
- Have unsupervised access to university buildings/property, or other business-related need

Yes	No
Premium Background Check is needed	Premium Background Check is not needed