

## Instructions for Completing the Background Check Required For UC Berkeley's Controlled Substances Program

To comply with DEA regulations, everyone who wishes to work with controlled substances is required to pass a criminal background check. This check does not need to be repeated for subsequent work with controlled substances. **Your department's People & Culture or personnel office must be notified that you need to be fingerprinted in order to work with controlled substances.**

Departments will schedule background checks for all individuals wishing to work with controlled substances. Departments must schedule on UCPD's website and select the "**Controlled Substances Clearance (EH&S)**" option, under All Services.

The Hiring Department will prepare the Interdepartmental Order payment form and may schedule a background check at UCPD for all researchers wishing to work with controlled substances.

1. The applicant will fill out the "**Applicant Information**" section and the department will fill out the remaining sections. Do **not** modify the pre-filled sections.
2. To make an appointment for each individual wishing to work with controlled substances, please use UCPD's website, as mentioned above, or call UCPD at 510-642-6760.

### What this means for the individual wishing to work with controlled substances:

1. Bring the following documents required for the background check to your appointment at UCPD:
  - a. **Pre-filled Request for Live Scan Service Form**  
Completed by the Hiring Department and the individual.
  - b. **Controlled Substances Background Check Disclosure Form**  
Completed, dated and signed by the individual. Send a copy to [csuse@berkeley.edu](mailto:csuse@berkeley.edu).
  - c. **Interdepartmental Order Form (formerly IOC form)**  
Prepared by your People & Culture or Hiring Department.
  - d. **2-Page Release & Disclosure Form**  
Completed, dated and signed by the individual.
2. You must present valid identification at the time of fingerprinting. Examples of valid identification are a driver's license, passport, or birth certificate with a picture ID.
3. UCPD uses a non-ink fingerprinting system that will not stain your clothing. The fingerprinting process usually takes 15 – 30 minutes.

**What happens with the results:**

1. The State of California Department of Justice usually sends results to UCPD within 7 business days. The FBI usually takes 30 days. UCPD will receive the entire criminal history or record. Please note: juvenile offenses and certain other convictions may be sealed by the courts, and will not be sent to UCPD.
2. UCPD will send a letter of the results to every person fingerprinted, with a copy sent to EH&S and your department. The letter will be sent immediately if there is no criminal history.
3. If a criminal history is reported, the results are sent to the UC Criminal Background Check Review Committee for review. The committee will decide within 7 business days if the criminal history disqualifies the individual from working with controlled substances. The committee will inform UCPD of a decision.
4. UCPD will inform EH&S and the individual in writing of the committee's decision.