



Background Check Binder Receipt

I, _____ request the binder that holds a copy of the TBI/FBI background checks conducted on the employees working in the _____).

Signature

Date requested

Signature (received)

Date received

HR OFFICE USE

Identification Provided by requestor: _____

Personnel that provided the copy: _____

Date copy given: _____

I, _____ have returned the binder of background checks to the HR Department.

Signature

Date

Received By

Date