

## Electronic I-9 process and criminal background checks

Completion and verification of the federal I-9 form and conduction of a criminal background check are conditions of employment at Virginia Commonwealth University. Both are processed electronically to provide confidentiality and expedite your employment process.

In order to initiate both processes, please complete the following:

First name: \_\_\_\_\_

Middle name: \_\_\_\_\_

Last name: \_\_\_\_\_

E-mail address: \_\_\_\_\_

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*Tear at line and give this portion to applicant*

You will receive two separate e-mails from HireRight — the third-party company hired by VCU to process both requirements — to the e-mail address you provided above. Please log in to the secure HireRight site and provide the required information for the I-9\* and the criminal background check and submit.

\* Note: Prior to your first day of employment, please make arrangements to meet with Michelle Wilde or India Urbach, available at the phone number below, to review your original, required I-9 supporting documents. This will be the last manual step needed to finalize the I-9 process.

Thanks so much! We look forward to having you join the College.

**Virginia Commonwealth University**  
College of Humanities and Sciences  
Office of the Dean  
Administration  
P.O. Box 842019  
Richmond, Virginia 23284-2019  
Phone: (804) 828-1674  
Fax: (804) 828-1576