

- **Please fill out the form below and contact Andrea Finnin (andrea@mit.edu.)**
- **You will need a valid government issued form of ID**
- **Please note: It is required by law that your identity be verified please see options for verification at the bottom**

Background Check Form Instructions

- **Please complete the form on the next page and submit to Andrea Finnin via email at andrea@mit.edu.**
- **You will then receive a link from Creative Services that will connect you to your online credentials to file your background check.**
- **Once you've logged into the Creative Services portal, you will need to fill out the online webform with your information. You will also need to download and complete the iCORI form and have the form authenticated.**
- **There are two ways to complete the subject verification segment, found at the bottom of page two, of the iCORI – Atlas Service Center verification or notarization. Notarization can be completed with a notary public. Atlas Service Center verification can be obtained at E17-106 (40 Ames St.) during walk-in hours (Tu/Th 10:30-12:30 and W 9:00-5:00 or by appointment scheduled by emailing andrea@mit.edu).**
- **You will then upload the authenticated iCORI form directly to Creative Services, following the instructions provided by the online portal. This can be done as a pdf, scan, or even a photo taken with your cellphone. *Please be sure to upload only the iCORI form (two pages)* Submitting incorrect documents will delay the background check process and could potentially impact your start date.**



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APPLICANT LEGAL NAME: _____
FIRST NAME MIDDLE NAME LAST NAME

DEPARTMENT: DAPER POSITION TITLE: Volunteer Club Coach

SPONSORING DEPARTMENT: MIT Division of Student Life

DEPARTMENT AUTHORIZER(S): Sonja Dagbjartsdottir, Alicja Estabrooks, Katherine Tavares, Nick Jewell

IN THE PAST 7 YEARS, HAVE YOU LIVED OUTSIDE OF THE US? YES NO

 If Yes, please list countries and date of residency.

CLASSIFICATION:

- Currently employed by/student at MIT
 New Hire/Non MIT GRA / GRA Spouse or partner
 Transfer/Promotion

FOR NEW HIRES ONLY:

DRIVERS LICENSE CHECK: YES NO

Once you contact Andrea via email, you will be provided with a form that will need to be notarized. You have three options for doing this:

In-person notary	Make an appointment with MIT	Visit the Atlas Service Center
You can visit a physical location to have a person verify your identity and sign the additional form. Options for notary including your local bank or online services but may cost money.	If you would like to schedule an appointment with Andrea or an MIT Atlas Center generalist to verify your identity, please contact: andrea@mit.edu .	The walk-in hours for the Atlas Service Center, Tu/Th 10:30-12:30 and W 9:00-5:00 Address: E17-106, 40 Ames St, Cambridge, MA 02142