

**PAYMENT CARD INDUSTRY DATA SECURITY STANDARDS (PCIDSS)
BACKGROUND CHECK REQUEST FORM**

The Payment Card Industry Data Security Standards (PCI DSS) is a set of comprehensive requirements for enhancing payment account data security. It was developed to help facilitate the broad adoption of consistent data security measures on a global basis. The core of the PCI DSS is a group of principles and accompanying requirements, around which the specific elements of the PCI DSS are organized. PCI DSS requirement 12.7 states, "Screen potential employees to minimize the risk of attacks from internal sources..." "The background check should be exhaustive enough to reduce the risk of fraud from internal sources. Examples of criteria, if permissible by law, include employment history, criminal records, credit history, and reference checks". For additional information visit [PCI Security Standards Council](#).

Submit form to Human Resources, PC 234. For assistance or questions regarding this form, please contact [Accounting & Reporting Services](#) (305) 348-2052.

Department requesting background check:

Department supervisor: Title:

E-mail Address: Telephone #:

Please conduct a background check, including a credit and finger printing check, for the following employee:

Employee's Legal Name: Panther ID:

Position Title:

E-mail Address: Telephone #:

Check one : Student Assistant Temporary Faculty/Staff Administrative

Reason for requesting background check:

- New Employee is involved in payment card processing or has access to such data
- Existing employee with new job responsibilities that include payment card processing or access to such data (which could be part of a new position or not) a new job description needs to be send to compensation.

Employee print name:

Employee signature required _____

Do not write below this line, to be completed by Human Resources Staff

Employee Cleared Background Check: Yes No Other (explain): _____

HR Employee Name:

Date