



## CONTRACTOR CRIMINAL BACKGROUND CHECK PROCESS

**STEP 1:** Project Manager / Administrative representative of contracted company. The general contractor is responsible for supplying all the names of employees that will be working on UTRGV Campus via email to the following personnel:

**UTRGV (Edinburg) projects Amy Nicolls – email: [amy.nicolls@utrgv.edu](mailto:amy.nicolls@utrgv.edu)**  
**UTRGV (Brownsville) projects Norma Sada – email: [norma.sada@utrgv.edu](mailto:norma.sada@utrgv.edu)**

**Employees:**

John Doe  
Jane Doe  
Susan Smith

**STEP 2:** The names will be added to contractor database. The link to the third party company that performs The Criminal Background checks (ACCUSOURCE) will be sent to the company representative. Each employee will need to access the link to enter their information to the application online. Once it's completed, I will receive a notification to push the application forward.

**CONTRACTOR CBC DATABASE**

COMPANY NAME	SUB- CONTRACTOR FOR	LAST NAME	FIRST NAME	DOB	SUBMITTED	REPORT #	CBC CLEAR	DATE CLEAR	BADGE ID #	EMAIL
Your company		Doe	John	01/01/99	9/13/17	54656	Yes	09/15/17		

**STEP 3:** Application turnover usually takes 1-3 business days. I will receive another notification once the record is completed deemed clear or flagged. If the record is flagged, the University's Human Recourse department will make the final decision as to whether the candidate is suitable to work on campus.

## Welcome

This website is only intended for candidates that are University employees, volunteers, contractors, vendors and prospective employees with The University of Texas Rio Grande Valley.

\*If you need assistance with this application, please send an email to [customerservice@accusource-online.com](mailto:customerservice@accusource-online.com) or contact UTRGV Human Resources at 956-882-7217

First time applicants, please scroll to bottom of page and click the "Next" button to begin.

Have you already started? Pick up where you left off.

[Resume Application](#)

[Next](#)

**STEP 4:** The company representative will be emailed a confirmation indicating the cleared employees along with the steps to obtaining a Contractor badge.

The following CBC's are clear and MUST now obtain a Contractor's ID Badge from UTRGV Campus Card Services at one of the following V OneCard Office locations (campus maps are attached for your reference):

Edinburg Campus - Academic Services Building (EACSB) 1.101.

**The fee for Contractor's ID badge is \$12 each. Check payments can be processed at the Edinburg V OneCard Office, however, Credit/Debit Card and Cash payments must be made at U Central Services Center, located in the Student Services Building, BEFORE visiting the Card Office. Your receipt will be required as proof of purchase.**

Brownsville Campus- University Library (1<sup>st</sup> floor).

The fee for Contractor's ID badge is \$12 each (Credit Card, Cash and Check payments must be made at Payment and Collections, located in the MAIN Education and Business Complex, BEFORE visiting the Card Office. Your receipt will be required as proof of purchase).

This ID will be *required to be granted access to any of our buildings by either Facilities Personnel or our Police Department. To ensure your ID card accounts are created ahead of your arrival, please notify the*

*V OneCard office at least 1 day prior by emailing [cardservices@utrgv.edu](mailto:cardservices@utrgv.edu) or calling 665-8067 or 665-2224. Let them know you are a contractor.*

**Please Note:** Badges expire one year from the date of original clearance. It is the contracted company's responsibility to initiate renewal of badges upon expiration date if they are providing services on the UTRGV Campus



All vehicles parked on campus must be registered with the UTRGV Parking & Transportation Office and must properly display an appropriate permit.

1. CSWOT - Social Work and Occupational Therapy	17. ESTUN - Student Union	33. CLBR - University Library	46. DHRW - Health Affairs Building West	57. ELARR - Learer E
2. CITTB - Interpersonal Trade & Technology	18. EDGCE - Dining & Ballrooms Complex	34. ELABS - Liberal Arts Building South (JRHU - Arts and Humanities)	47. HSRW - Health Sciences and Human Services West	58. EREBL - Research Education (School of Medicine)
3. ECOOT - OnSite Con Tennis Center	19. CHPE2 - Health & Physical Education II	35. ECDOR - Child Development Center	48. HHRW - Health Affairs Building West Classroom A	59. EMERL - Medical Education (School of Medicine)
4. KRNAR - Track & Soccer Field	20. EPOB4 - Engineering Portable	36. EAPCG - Agronomy Research Community Garden	49. ELBRN - Liberal Arts Building North	60. ESTHC - Student Health Center
5. EPACA - Performing Arts Complex A	21. EEPOR - Engineering	37. EGRNH - Greenhouse	50. EUNTY - Unity Hall	61. EUREC - University Recreation
6. IPACA - Fine Arts Building A	22. EPACB - Performing Arts Complex B	38. SPOB 13 - Portable Buildings 9, 10, 11, 12, 13	51. EASFC - Rio Grande Center for Manufacturing	62. EWRSC - Wellness & Recreation Sports Complex
7. EPACC - Performing Arts Complex C	23. EPACN - Performing Arts Complex N	39. EEDUC - Education Complex	52. EASPC - Police and Parking & Transportation Office	63. EPORR - ROTC Storage
8. EPACB - Performing Arts Complex B	24. EIMPO - Intramural Fields	40. EMAGC - Mathematics & General Classroom	53. EASFC - Academic Support Facility	64. EPORR - ROTC
9. EPACN - Performing Arts Complex N	25. EIMHO - Travel Hall	41. ECCTR - Computer Center	54. EVLGA - The Village A	65. EPORR - Human Resources Building
10. ESSBL - Executive Tower	26. EIMLU - Heritage Hall	42. ECCTR - New Computer Center	55. EVLGA - The Village B	66. EPORR - Baseball Stadium
11. ESSBL - Student Services Building	27. EEMLN - Emilio Schunler Ramirez Hall	43. ECCTR - Robert C. Wacker College of Business and Entrepreneurship	56. EVLGC - The Village C	67. EPORR - Soccer and Track &
12. ESSBL - Visitors Center	28. EEMAX - Super Reed Annex	44. ECORR - Church of Christ	57. EVLGD - The Village D	
13. EMRAC - Mathematics & Science Academy	29. CHPE1 - Health & Physical Education Complex	45. ECORR - Business Administrative Building	58. EVLDE - The Village E	
14. EMRAC - Mathematics Study Stairs	30. EPLAM - H.E.B. Planetarium	46. ECORR - Central Utility Plant	59. EVLDF - The Village F	
15. ESTAC - Student Academic Center	31. ESCNE - Science	47. CHASE - Health Affairs Building East	60. EVLDF - The Village F	
16. EUCTR - University Center	32. ELCTR - The Learning Center	48. HSRW - Health Sciences and Human Services East	61. ECHSD - Environmental Health & Safety	
17. ECHMP - Chapel	33. ELACC - Learning Assistance Center	49. EBRWB - Behavioral Neuroscience	62. QWOP - Van Hook Building	
			63. ETHER - Thermal Storage Tank	

**NOTE:**  
Previous Building Names are in RED



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1. Main Building	BMAIN	11. Vocation Trades Shops	BVOTS	22. Research Office Building	BROBL
2. Sabal Hall	BSABH	12. Cortez Hall	BCRTZ	23. The Arts Center	BTACB
3. University Library	BLIBR	13. Cavalry Hall	BCAVL	24. University Police	BUNPB
4. Biomedical Research & Health	BBRHB	14. Rustleberg Hall	BRUST	25. Recreation, Education and Kinesiology Center	BREKC
5. Biomedical Research II	BBRII	15. Bookstore	BSTOR	26. Portable Buildings	BPOB1
6. Life & Health Sciences Biology Wing	BLHSB	16. American Legion Hall - Adult Education	BALEG		BPOB2
7. Life & Health Science	BLHSB	17. Eidman Hall	BEIDM	27. Regional Academic Health Center	BRABC
8. Student Union	BSTUN	18. Facilities Services	BFSVS	28. East Office Building	BEOBL
9. Casa Bella	BCASA	19. Gymnasium Annex	BGYMA		
10. Science, Engineering & Technology	BSETB	20. Garza Gymnasium	BGYMN		
		21. Music Building	BMUSI		

The University of Texas  
**Rio Grande  
Valley**



**First Name**

**Last Name**

0123456789

VENDOR NAME

**CONTRACTOR**

