

Programs for Minors
UT Dallas
Criminal Background Checks

New Criminal Background Check Procedures for a PACE for Minors

Designated individuals, which includes anyone who works directly with minors at a PACE (program, activity, camp, event) for minors, are required to undergo a criminal background check (CBC) each year. The CBC must be completed within the 365 days prior to the start of the PACE and must be conducted in accordance with University of Texas System Statewide Policy UTS124, Criminal Background Checks.

Procedures:

Programs for Minors will process all criminal background checks associated with a PACE for minors. The amount of time to process a check varies. Please allow at least two weeks to ensure CBC results are received prior to the start of the PACE for minors. Faculty, staff, students and volunteers are not allowed to participate as a designated individual until a cleared CBC is on file.

The process for obtaining a criminal background check for a PACE for minors is as follows:

1. PACE directors or coordinators, complete both tabs of the [Designated Individual Workbook](#), providing the required information for faculty, staff, students and volunteers who have agreed to participate as a designated individual. The workbook must be submitted using a UT Dallas email account to PACE@utdallas.edu.
2. UT Dallas contracts with a third party vendor, HireRight, to process criminal background checks. The Programs for Minors office will input the CBC request in the HireRight system. To obtain permission from the applicant to run a background check, HireRight will send an email to each person requesting a background check. The applicant must respond to the email and provide the additional information needed to complete the background check. The background check will not initiate until the applicant has responded to the email. No one with a current CBC in the HireRight system will be reprocessed; the existing CBC will be used.
3. The PACE coordinator, listed in the Designated Individual Workbook, will receive progress updates from HireRight for each background check. Programs for Minors will track CBC completion dates and provide designated individual status updates to the PACE director and coordinator.

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