

BACKGROUND CHECK FAQs

Who conducts the Background Checks for Temporary Employees?

The Census Hiring and Employment Check (CHEC) Branch of the Administrative and Management Systems Division (AMSD) performs background checks and determines suitability for all decennial applicants and employees.

What Type of Background Check is Conducted?

All applicants for temporary Census jobs go through a pre-appointment name check against the Federal Bureau of Investigation (FBI) Criminal Justice Information Services Division's Name Index. This means that the FBI database is searched to see if it contains a criminal history record file that matches an applicant's name, date of birth, and social security number. This criminal history record file contains records of individuals that have been arrested and fingerprinted.

Will I be fingerprinted?

If the results of your name check investigation are favorable and you are hired, then you will be fingerprinted. The Census Bureau takes public trust seriously and is working to ensure that temporary workers undergo the most thorough and accurate background checks possible. Thus, all employees are fingerprinted on their first day of training and the fingerprint card(s) are submitted to FBI for processing.

What Happens if the Name Check Contains a Match for Me?

Applicants whose personal identifiers match those contained in a criminal history record maintained by the FBI are afforded the opportunity to clear up any question of identification, as well as the opportunity to provide official court documentation on any arrest(s) that affect hiring eligibility. Upon finding a tentative match, a letter is sent to the applicant detailing the next steps.

If the applicant disputes the identity of the arrest record in question, he or she may provide Census with an original set of fingerprints. Fingerprint cards and return envelopes can be obtained from the office at which they applied, or by calling 1-888-360-5561. This phone number is the US Census Bureau's Personnel and Payroll Hotline. It is an automated service that directs callers to the appropriate Local Census Office (LCO) by entering their zip code.

If the applicant does not dispute the identity of the arrest record in question, he or she may provide official court documentation on their past arrests. The criminal files at the FBI do not always contain court disposition for each arrest found, thus we ask the applicant to provide the court information to us. This documentation will be reviewed by Census, and a final suitability determination will be made. The applicant will receive a letter from the CHEC Office on this final determination.

The CHEC Office does not provide any information over the phone and will respond only to written inquiries.

I haven't yet received feedback on my application. Should I call to check on my status?

The CHEC Office is currently receiving a high volume of applications, which may increase the wait time for feedback on your application. Due to the sensitive nature of the information handled by the CHEC Office, we do not provide any information regarding your application or criminal history information over the phone.

Please mail all correspondence, court records –and/or applicant fingerprint cards to:

**US Census Bureau
Administrative Management Services Division, Location No 3K035
4600 Silver Hill Road
Washington, DC 20233**

Be advised that calling the CHEC Office will not decrease the time period for the necessary processes to be completed. We appreciate your patience as we work to safeguard the public during the Decennial Census.