


CAMPUS POLICY  UNIVERSITY OF COLORADO at COLORADO SPRINGS	POLICY NUMBER: 100-004	PAGE NUMBER: 1 of 15
	CHAPTER: Administration/Organization	
	SUBJECT: Background Checks	
	EFFECTIVE DATE: April 6, 2006 Updated: April 23, 2008	
OPR: Public Safety & Legal Counsel	SUPERSESSON:	
VC: Administration & Finance	APPROVED: by Pamela Shockley-Zalabak, Chancellor, on April 6, 2006	

POLICY:

It is the policy of the University of Colorado at Colorado Springs to comply with the University of Colorado system policy for background checks for security-sensitive positions and officers.

I. AUTHORITY FOR CAMPUS POLICIES:

Authority for the creation of campus administrative policies is found in *The Laws of the Regents*, 1990, Article 3 Section B.8, which states:

The chancellor of the University of Colorado at Colorado Springs shall be the chief academic and administrative officer responsible to the president for the conduct of affairs of the Colorado Springs campus in accordance with the policies of the Board of Regents. The chancellor shall have such other responsibilities as may be required by these *Laws*, the Board, and as may be delegated by the president.

II. PURPOSE:

UCCS intends to maintain a safe and productive educational and research environment. Employees and students who must consent to background investigations are defined in section VIII, Attachment A of this Policy. All finalists for positions listed in section VIII, Attachment A, whether an internal or external candidate, must consent to and pass a background investigation as defined for their position prior to any final appointment, employment, promotion or admission. Tenure track faculty who are promoted from assistant professor to associate professor or from associate professor to professor are not subject to the promotional background check. Appointing authorities and admissions personnel for positions listed in section VIII may not make a final offer of employment or admission to the university, college, school or program until receiving written notification that the applicant has successfully passed the required background check.

CHAPTER: Administration/Organization	SUBJECT: Background Checks	POLICY: 100-004	EFFECTIVE: April 6, 2006	PAGE: 2 of 15
---	-------------------------------	--------------------	-----------------------------	------------------

IV. DEFINITIONS:

Background Check: The process of conducting a reference check, and/or gathering and reviewing criminal, civil, and/or financial history records, license and educational verification, social security trace, and/or reference checks of final applicants seeking employment with the university.

Criminal/Civil History Background Check: The process of gathering and reviewing criminal and civil history records of final applicants seeking employment with the University in a sensitive position as defined in section VIII, attachment A.

Educational Verification: Ensuring the applicant possesses all educational credentials listed on the application, resume, cover letter, or otherwise cited. To be considered, all degrees must be from an accredited university or college.

Final Applicant: The person who seeks employment with the university and who has been interviewed by the hiring/appointing authority or the admissions counselor and is considered the finalist for the position.

Financial History Background Check: The gathering and reviewing of the financial history records of final applicants seeking employments with the university in a sensitive position as defined in section VIII attachment A.

License Verification: Ensuring the applicant/employee possesses all licenses listed on the application, resume, cover letter, or otherwise cited by the candidate that qualifies the individual for the position sought and verifies any license required for the position.

Reference Check: The process of contacting individuals who may reasonably be expected to provide relevant information regarding a final applicant's fitness for university employment. This includes but is not limited to current and former employers, companies, educational institutions, and personal references.

Security-Sensitive Position: A position as designated in this Policy that requires a background check of final applicants.

Sex offender registry check: Verifying that the selected applicant or employee does not have undisclosed convictions of certain sex crimes in every jurisdiction where the applicant or employee currently or has resided.

Social Security trace: Verifying the social security number to the applicant to confirm identity.

CHAPTER: Administration/Organization	SUBJECT: Background Checks	POLICY: 100-004	EFFECTIVE: April 6, 2006	PAGE: 3 of 15
---	-------------------------------	--------------------	-----------------------------	------------------

V. PROCEDURES:

- A. Costs incurred in conducting background checks are the responsibility of the hiring department and/or the college requiring background checks of applicants, including student applicants. For background checks conducted by Public Safety, the hiring authority must provide a speed type on the Personal History Questionnaire or the request will not be processed.
- B. Position Generation and Recruitment
 - 1. Position creation
 - a. Employment: at position generation stage, the job description must identify whether the position is subject to a background check as defined in section VIII attachment A.
 - b. Non-employment, student admission: only those academic programs required by law, rule, or policy to conduct background checks on students may place this requirement on applicants to the program. This is not to be confused with the requirement of all applicants to the university to disclose criminal convictions.
 - 2. Recruitment
 - a. Employment: all advertisements and contracts must include a statement detailing the background check required for the position as detailed in sections V and VIII attachment A.
 - b. Non-employment, student admission: For academic programs admitting students that are subject to background checks as defined in section VIII attachment A, the official campus bulletin must include this information along with the program description.
- C. Department level background checks. Employment and personal references, licensing (except driver's license) and education credential checks are to be completed by the hiring department to verify the applicant's statements.
- D. Public Safety background checks. Criminal history, credit history, driver's history, sex offender registration checks and social security verifications are conducted by the Department of Public Safety on the finalist only, upon receipt of the appropriate request form(s).
 - 1. Required Forms: the following must be submitted by the appointing authority to the Public Safety Operations Manager prior to completion of background checks:
 - a. Personnel History Questionnaire (attachment VIII C)
 - b. Disclosure and Authorization Form (attachment VIII D)
 - c. Summary of Applicant Rights under the FCRA (attachment VIII E)
 - 2. Criteria for Various Background Investigations. The following campus guidelines are provided for various types of background investigations. More specific criteria may be determined at the time of the position announcement by the hiring or appointing authority, in consultation with the UCCS Personnel Office. Backgrounds required for student admission to an academic program must follow the statutory or rules standards.
 - a. Criminal Records. An applicant will be considered to have "passed" the criminal background investigation if he/she meets all of the criteria listed below (unless otherwise prohibited by law):

CHAPTER: Administration/Organization	SUBJECT: Background Checks	POLICY: 100-004	EFFECTIVE: April 6, 2006	PAGE: 4 of 15
---	-------------------------------	--------------------	-----------------------------	------------------

- 1.) No felony convictions for drug use or distribution in the seven (7) years immediately preceding the submittal of his/her application for employment or promotion at UCCS.
 - 2.) No felony convictions for serious or violent felonies, including but not limited to homicide or sexual assault (no time limit).
 - 3.) No nonviolent misdemeanor convictions in the two (2) years immediately preceding the submittal of his/her application for employment or promotion at UCCS.
 - 4.) Applicant with a pattern of nonviolent misdemeanor convictions may be excluded for certain positions at the discretion of the hiring or promoting authority, in consultation with the UCCS Personnel office.
 - 5.) No violent misdemeanor convictions in the seven (7) years immediately preceding the submittal of his/her application for employment or promotion at UCCS.
 - 6.) These criteria are based on convictions and not arrest records. A “conviction” means a verdict, a guilty plea or a Nolo Contendere (“No Contest”) plea.
- b. Credit Records. The credit record will be looked at in its totality. Files such as collections, current and previous negative accounts, previous times negative, along with paying or “pays as agreed to” actions will be taken into consideration. Reports indicating past or present bankruptcy will be reviewed with the hiring authority.
 - c. Motor Vehicle Records (Driver’s License Records). To “pass” the motor vehicle record background investigation, an applicant must have a valid Colorado driver’s license with no suspensions in the five (5) years immediately preceding his/her application for employment, appointment or promotion at UCCS. If the individual has lived in Colorado less than five (5) years, UCCS reserves the right to review other states’ motor vehicle records.
 - d. Civil Records. To “pass” the civil background investigation, an applicant must have no non-insured judgments of \$200,000, such as wrongful death or civil fraud, and no restraining orders or judgments against them for civil trespass, assault, battery or false imprisonment for the two (2) years immediately preceding his/her application for employment, appointment or promotion at UCCS.
3. Consideration of Background Checks. In considering applicants’ records that disclose prior criminal convictions or negative financial information, hiring authorities should give consideration to the following. Public Safety will assist in interpretation of criminal records.
 - a. The nature and seriousness of the offenses for which applicant was convicted;
 - b. The number of such offenses;
 - c. Whether such convictions are related to the security-sensitive position;
 - d. Allowing final applicants to provide responsive information regarding their record, including evidence of rehabilitation, character references, educational achievements, the length of time since the last criminal conviction or negative information, and other extenuating circumstances.
 4. Disclosure. DPS will provide the results of the background screening under confidential cover to the appointing authority only. In cases of

CHAPTER: Administration/Organization	SUBJECT: Background Checks	POLICY: 100-004	EFFECTIVE: April 6, 2006	PAGE: 5 of 15
---	-------------------------------	--------------------	-----------------------------	------------------

search processes, the information will not be released to the search committee.

- a. This information is not subject to public release and will be kept separate from the personnel file, in a background check file in the Department of Public Safety.
 - b. Public Safety will retain the information for a period of five years.
 - c. Hiring authorities are to shred the information after the hiring determination has been made.
 - d. Prospective employees/applicants have a right to a copy of the information. Hiring authorities should direct all inquiries for a copy of the background check to the Operations Manager, Department of Public Safety.
 - e. Hiring authorities who do not hire an applicant based in whole or in part on his/her background screening, must notify the Operations Manager in writing. Public Safety and or their vendor/contractor will send the applicant necessary correspondence indicating the adverse action along with a copy of their background report and will handle any applicant disputes.
 - f. Non-employment, student applications will follow the same process outlined above.
5. If it is determined that the results of the background check indicate that the individual may be unacceptable for the position being filled, then the hiring official may not extend an offer to the individual without the prior written approval of the Chancellor.

VI. RESPONSIBILITY:

A. Hiring Authority.

1. It is the responsibility of the hiring authority to obtain completed authorization forms from final applicants before background checks are conducted.
2. It is the responsibility of the hiring authority to acknowledge background checks shall in no way be used as a basis for illegal discriminations.
3. It is the responsibility of the hiring authority to shred background check information once an applicant has accepted the position.
4. It is the responsibility of the hiring authority to conduct reference and credential checks.

B. Public Safety

1. Public Safety is responsible for ensuring compliance with federal and state law as well as university policy on all background checks.
2. Public Safety is responsible for securing all background check results for a period of five years after the background check was conducted and then shredding the information at disposal.

CHAPTER: Administration/Organization	SUBJECT: Background Checks	POLICY: 100-004	EFFECTIVE: April 6, 2006	PAGE: 6 of 15
---	-------------------------------	--------------------	-----------------------------	------------------

C. Personnel Office

1. The UCCS Personnel Office is responsible for assisting hiring authorities in determining whether a position is subject to a background check.
2. The UCCS Personnel Office is responsible for ensuring security sensitive positions have required background check information on all postings.

VII. HISTORY:

VIII. ATTACHMENTS: subject to change independent of this Policy

- A. Positions Subject to Background Checks
- B. Cost of Background Check
- C. Personnel History Questionnaire
- D. Disclosure and Authorization Form
- E. Summary of Applicant Rights under the FCRA

CHAPTER: Administration/Organization	SUBJECT: Background Checks	POLICY: 100-004	EFFECTIVE: April 6, 2006	PAGE: 8 of 15
---	-------------------------------	--------------------	-----------------------------	------------------

2. Non Employees:

-Contractors

Independent contractors and their regular employees may be required to perform criminal history and sex offender registry background checks on all personnel engaging in work on the university campus as a condition of the contract.

-Nursing Students

Criminal History background check. The designated individual within the School/program will review all investigation results. If adverse information deemed to be relevant to the student's suitability for enrollment, the designated individual within the School/program will notify the Student applicant in writing and will refer the investigation report to the designate committee within the School/program. The designated committee will be responsible for making the final decision regarding whether the results of a background investigation disqualifies a Student Applicant from entering a health science program.

3. Other Students:

As per current or future policy

VIII – B

Cost of Background Check

Costs incurred for background checks are the responsibility of the hiring department.

CHAPTER: Administration/Organization	SUBJECT: Background Checks	POLICY: 100-004	EFFECTIVE: April 6, 2006	PAGE: 9 of 15
---	-------------------------------	--------------------	-----------------------------	------------------

**VIII-C UNIVERSITY OF COLORADO AT COLORADO SPRINGS
PERSONAL HISTORY QUESTIONNAIRE (PHQ)**

Important information and instructions

I. Information

A. Equal Opportunity Statement: Within the specifications of job requirements, the University of Colorado is an Affirmative Action Employer. There is no discrimination for or against any applicant based on Race, Color, Religion, Sex, National Origin, Political Affiliation or Handicaps.

B. Pre-Employment Inquiry: The PHQ is the basis for a pre-employment inquiry designed to verify the information set forth in support of the application. The pre-employment inquiry will entail a query of appropriate Federal, State, County and Municipal law enforcement agencies regarding a possible criminal history. Personal data such as Sex, Date of Birth, Social Security Account Number and Physical Description are necessary to obtain accurate information and to protect the applicant from an incident of mistaken identity.

II. Instructions

It is important that every item is answered. If an item does not pertain to the individual applicant, the abbreviation NA (Not Applicable) must be entered in the blank space. Please type or print in ink. Incomplete PHQs cannot be processed and will be returned to the hiring authority. The results of the pre-employment inquiry are furnished to the hiring authority. The dissemination of the information furnished on the PHQ or obtained through a pre-employment inquiry will be governed by reasonable discretion.

III. Request for Pre-Employment Inquiry

The person identified on the PHQ is considered for employment with our department. Please implement an inquiry to verify personal data furnished by the applicant. No inquiry will be conducted without the requestor's signature and other information.

_____ Department Requesting Background	_____ Phone Number	_____ Campus Box	_____ Date
_____ Signature of Hiring Authority	_____ Printed name of Hiring Authority	_____ Title of Requestor	
_____ Background conducted for which position?	_____ Does the position require driving a university vehicle?		
_____ Speed Type to Charge	_____ Account Number to Charge (if other than 552780)		

IV. Authority to Release Information

I authorize representatives of the University of Colorado to make any and all appropriate inquiries regarding the information listed above. I hereby release you or others from any liability or damage which may result from furnishing the information requested. I understand that any false information or deliberate omissions on this document or any other employment document of the University of Colorado at Colorado Springs Campus may be grounds for dismissal and/or termination.

_____ Signature of Applicant	_____ Printed name of Applicant	_____ Date
---------------------------------	------------------------------------	---------------

CHAPTER: Administration/Organization	SUBJECT: Background Checks	POLICY: 100-004	EFFECTIVE: April 6, 2006	PAGE: 11 of 15
---	-------------------------------	--------------------	-----------------------------	-------------------

II. Physical Data

Gender: Male / Female
Race: White / Black / Hispanic / Asian Indian / Other
Height: _____ Weight: _____ Eye color: _____
Hair Color: _____ Facial Hair: _____ Scars: _____
Tattoos: _____ Other unique features: _____

III. Residential History

List residences for the last five years starting with your present address:

Address: _____ from: _____ to: _____
street, city, state, zip

Address: _____ from: _____ to: _____
street, city, state, zip

Address: _____ from: _____ to: _____
street, city, state, zip

Address: _____ from: _____ to: _____
street, city, state, zip

Please attach additional sheets if necessary

CHAPTER: Administration/Organization	SUBJECT: Background Checks	POLICY: 100-004	EFFECTIVE: April 6, 2006	PAGE: 12 of 15
---	-------------------------------	--------------------	-----------------------------	-------------------

VIII-D DISCLOSURE AND AUTHORIZATION FORM

University of Colorado at Colorado Springs may request background information about you from a consumer reporting agency in connection with your employment application and for employment purposes. This information may be obtained in the form of consumer reports and/or investigative consumer reports. These reports may be obtained at any time after receipt of your authorization and, if you are hired by the Company, throughout your employment.

HireRight, Inc., or another consumer reporting agency, will obtain the reports for the Company. HireRight, Inc. is located at 5151 California, Irvine, CA 92617, and can be contacted at 800-400-2761. The reports may contain information bearing on your character, general reputation, personal characteristics, mode of living and credit standing. The types of information that may be obtained include, but are not limited to: social security number verifications; credit reports; criminal records checks; public court records checks; driving records checks; educational records checks; employment verifications; personal and professional references checks; licensing and certification records checks; drug testing results; etc. The information contained in the reports will be obtained from private and public record sources, including, as appropriate, personal interviews with sources, such as neighbors, friends and associates.

You may request more information about the nature and scope of any investigative consumer reports by contacting the Company. A summary of your rights under the Fair Credit Reporting Act is also being provided to you.

ADDITIONAL STATE LAW NOTICES

If you are a California, Maine, New York or Washington applicant, please also note:

CALIFORNIA: Under section 1786.22 of the California Civil Code, you may view the file maintained on you by HireRight during normal business hours. You may also obtain a copy of this file, upon submitting proper identification and paying the costs of duplication services, by appearing at HireRight's offices in person, during normal business hours and on reasonable notice, or by mail. You may also receive a summary of the file by telephone, upon submitting proper identification. HireRight has trained personnel available to explain your file to you, including any coded information. If you appear in person, you may be accompanied by one other person, provided that person furnishes proper identification.

NEW YORK: You have the right, upon request, to be informed of whether or not a consumer report was requested. If a consumer report is requested, you will be provided with the name and address of the consumer reporting agency furnishing the report. You may inspect and receive a copy of the report by contacting that agency.

MAINE: You have the right, upon request, to be informed of whether an investigative consumer report was requested, and if one was requested, the name and address of the consumer reporting agency furnishing the report. You may request and receive from the Company, within five business days of our receipt of your request, the name, address and telephone number of the nearest unit designated to handle inquiries for the consumer reporting agency issuing an investigative consumer report concerning you. You also have the right, under Maine law, to request and promptly receive from all such agencies copies of any such reports.

WASHINGTON STATE: If we request an investigative consumer report, you have the right, upon written request made within a reasonable period of time after your receipt of this disclosure, to receive from us a complete and accurate disclosure of the nature and scope of the investigation we requested. You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

CHAPTER: Administration/Organization	SUBJECT: Background Checks	POLICY: 100-004	EFFECTIVE: April 6, 2006	PAGE: 13 of 15
---	-------------------------------	--------------------	-----------------------------	-------------------

AUTHORIZATION

I have carefully read and understand this Disclosure and Authorization form and the attached summary of rights under the Fair Credit Reporting Act. By my signature below, I consent to the release of consumer reports and investigative consumer reports prepared by a consumer reporting agency, such as HireRight, Inc., to the Company and its designated representatives and agents. I understand that if the Company hires me, my consent will apply, and the Company may obtain reports, throughout my employment.

I also understand that information contained in my job application or otherwise disclosed by me before or during my employment, if any, may be used for the purpose of obtaining consumer reports and/or investigative consumer reports.

By my signature below, I authorize law enforcement agencies, learning institutions (including public and private schools and universities), information service bureaus, credit bureaus, record/data repositories, courts (federal, state and local), motor vehicle records agencies, my past or present employers, the military, and other individuals and sources to furnish any and all information on me that is requested by the consumer reporting agency.

By my signature below, I certify the information I provided on this form is true and correct. I agree that this Disclosure and Authorization form in original, faxed, photocopied or electronic (including electronically signed) form, will be valid for any reports that may be requested by or on behalf of the Company.

California, Minnesota or Oklahoma applicants only – You will be provided with a free copy of any consumer reports or investigative consumer reports obtained on you if you check the box below.

I wish to receive a free copy of the report.

Applicant Last Name _____ First _____ Middle _____

Applicant Signature _____ Date _____

Social Security Number* _____ Date of Birth* _____

* This information will be used only for background screening purposes and will not be taken into consideration in any employment decisions.

CHAPTER: Administration/Organization	SUBJECT: Background Checks	POLICY: 100-004	EFFECTIVE: April 6, 2006	PAGE: 14 of 15
---	-------------------------------	--------------------	-----------------------------	-------------------

VIII-E A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA.

For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, DC 20580.

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - A person has taken adverse action against you because of information in your credit report;
 - You are the victim of identify theft and place a fraud alert in your file;
 - Your file contains inaccurate information as a result of fraud;
 - You are on public assistance;
 - You are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need - usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.

CHAPTER: Administration/Organization	SUBJECT: Background Checks	POLICY: 100-004	EFFECTIVE: April 6, 2006	PAGE: 15 of 15
---	-------------------------------	--------------------	-----------------------------	-------------------

• **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

• **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management Mail Stop 6-6 Washington, DC 20219 1-800-613-6743
Federal Reserve System member banks (except national banks and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act of 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051