

PRA Contractor Evaluation Form
Contractor Background Check Attestation

JEA Contact Name: _____
JEA Contact Phone No: _____
JEA Contact E-mail: _____

In order to ensure the security of JEA's systems and facilities a background check must be conducted for contractors prior to access being granted to sensitive systems and applications. An updated background check is required every 7 years for contractors with access to these systems. **Please complete the below form and send the completed copy with substantive evidence (i.e. redacted background check or background check receipt)¹ to recsel@jea.com. The evidence of background check must be retained for 10 years by Contractors². Any questions can be addressed to your JEA contact.**

Date of Evaluation: _____	Date Background Check: _____
Position: _____	Contractor Full Name: _____
Begin on JEA Acct: _____	End Date or Ongoing: _____
Contract Manager: _____	Contract Manager Phone: _____

Section A – Identity Verification

The identity of the individual must be confirmed. The USCIS I-9 List of Acceptable Documents will be used (one selection from List A, or a combination of one selection from List B and one selection from List C may be used). Means used to verify identify must be listed below.

Identity Verified: Yes or No (circle one)

Method used to verify person's identity? _____

Notes: (If no, please explain) _____

Section B – Criminal History Records Check

The criminal history records check (aka background check) must include a Federal, State, and County criminal records search for a minimum of 7 years, including: current residence regardless of duration, and locations where the individual has resided for at least 6 months. If it is not possible to perform a full seven year criminal history records check, conduct as much of the 7 year criminal records check as possible and document the reason the full seven year criminal history records check could not be performed in the notes section. (CIP 004 R3.2)

Full 7 year criminal records check available (Federal, State, and County): Yes or No (circle one)

Criminal records check performed, including current residence: Yes or No (circle one)

Criminal records check performed, including other locations of residence in past 7 years: Yes or No (circle one)

Method used: _____

Notes: (If no, please explain) _____

¹ Proper methods of data redaction ensure the redacted data and/or metadata and elements are removed and non-recoverable. Information remaining on background check and background check receipt must be sufficient enough that the background check can be verified belonging to the individual, date the background check was conducted, and what was included in the background check. If any criminal flags are identified a redacted background check must be provided. Receipts must come from background screening vendor.

² JEA must follow Florida General Records Schedule. Refer to Screening Personnel Risk Assessments Procedure Section 7.4 for requirement.

Section C – Federal Court National Criminal Check

Full 7 year Federal Court Criminal Records check was available: Yes or No (circle one)

Notes: (If no, please explain) _____

Convictions Identified: Yes or No (circle one)

List All Convictions identified: _____

Method used: _____

Section D – Criminal Flags

Note any convictions identified on background check. Also you must verify the contractor is not on the US Government Watch List.

Convictions Identified: Yes or No (circle one)

On US Government Watch List (OFAC, FBI Terrorist Watch List): Yes or No (circle one)

List All Convictions identified: _____

Notes: (If yes, please explain) _____

Attesting Party's Signature:

By signing below I attest the information above is accurate.

Name, Title, & Contact No.: _____

Company Name: _____

Signature: _____

Date Completed: _____

(Area below to be completed by JEA)

Reviewers' Signatures:

Chief of Department: (required if exception was made)

Name: _____

Signature: _____

Date Reviewed: _____

Reason for exception: _____

Final Reviewer: (always required)

Name & Title: _____

Signature: _____

Date Reviewed: _____