

**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)<sup>1</sup> to [recsel@jea.com](mailto:recsel@jea.com). The evidence of background check must be retained for 10 years by Contractors<sup>2</sup>. 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 may 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?** \_\_\_\_\_

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 and State):** 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 & List States Checked :** \_\_\_\_\_  
**Notes: (Please explain)** \_\_\_\_\_

<sup>1</sup> 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 and the date the background check was conducted. If any criminal flags are identified a redacted background check must be provided.

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

Section C – 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: (Please explain)**

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Attesting Party's Signature:

**By signing below I attest the information above is accurate.**

Name, Title, & Contact No.:

Company Name:

Signature:

Date Completed:

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\_(Area below to be completed by JEA)

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Reviewers' Signatures:

**Chief of Department:** (required if exception was made)

Name:

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Signature:

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Date Reviewed:

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Reason for exception:

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**Final Reviewer:** (always required)

Name & Title:

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Signature:

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Date Reviewed:

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