

Guidelines to complete your Background Check (BGC) Process smoothly

TCS has partnered with external vendors **HireRight/First Advantage** for employee Background checks. You will receive an automated email from

Customersupport@hireright.com or

TATA CONSULTANCY SERVICES [mailto:do_not_reply@fadv.com]

Please act promptly on these.

At the minimum, the Background check will verify the following-

1. **Education:** Verification of your highest degree/ academic credentials.

If any of your education is completed outside the US, we suggest that you have the following documents handy. You may be asked to upload these.

- a. An uncut copy of Highest Obtained Degree Certificate /Provisional Degree Certificate (With translation if not in English)
- b. Uncut copy of all Highest Obtained Degree mark sheets

2. **Reference Check: Two** Professional reference checks

3. **Employment history:** Verification of 7 or 10 years of past employment

If any of your employment is outside the US, we suggest that you have the following documents handy. You may be asked to upload these.

- Form 16 for India
- Tax documents or any other Government authorized documents proving where you were working
- Relieving Letters

If the Background check vendor cannot contact the Most Recent /Current Employer, then you may be asked to upload the following-

- W2's for all the years worked at Most Recent/Current Employer
- Most recent paystub

4. **Criminal history:** Verification of Federal, State and local criminal records compiled for the past 7 or 10 years of all address you may have lived, worked or attended school in the US and/or internationally.

5. **Social Security:** Verification with the Social security administration to validate identity.

The list above is not exhaustive and there could be additional checks that may also be required based on the client. The list of documents provided is also indicative.

Note that you need to clear the Background check successfully, submit all of your pre-joining documentation through this portal, and correctly complete Form I-9 before we can clear you to onboard.