**BGI WAIVER TEMPLATE**

**TO:** Background Check Investigation (BGI) Team

**FROM:** [School/Department]

**RE:** BGI Not Required – For Use With Current Employees Changing Employee Class

Please accept this BGI Waiver as certification for this new record, as they are exempt from the Background Check.

Please be advised that this faculty member’s active assignments have not exceeded the time period which would warrant a new BGI.

Thank you,

[Name]  
[School/Department]