



Department of Facilities

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Please bring this form and a current, government-issued, picture ID to MIT's Atlas Service Center <https://atlas.mit.edu/atlas center/>

The Atlas Service Center is located on the first floor of E17, in room 106. The street address for the Atlas Service Center is 40 Ames St. Cambridge, MA.

Background check walk-in hours are:

Tuesdays and Thursdays 10:30AM – 12:30PM

Wednesdays 9:00AM – 5:00PM (no NH driver's license or international checks this day)

Applicant Name: _____

Sponsoring Department: _____

Authorizer: _____

Please circle the reason for this check:

New Hire

Volunteer

Transfer

Please circle one of the following for paid positions (hired or transferred):

Annual Salary is less than or equal to \$75,000

Annual salary is more than \$75,000

Is a driver's license check required in order to fulfill this role?

Yes

No