

**University of Texas Medical Buildings (UTMB)  
Contractor Screening & Badging  
Galveston Campus  
UTMB Campus – NON ROCIP**

Prior to receiving an ID badge to begin construction related work on campus, each individual must pass a background investigation and drug test administered by FC Construction Services.

**Step One: Set up your project with FC Construction Services**

- Visit <https://signup.fcbackground.com/> (*Internet Explorer 5.0 or higher required*)
- Enter your Project Pass Code: **UTMBNR16**

**ATTENTION EXISTING CUSTOMERS:** You will be required to provide your [www.fc-cs.com](http://www.fc-cs.com) login credentials to complete signup. If you do not know your login credentials, contact Customer Support.

You will be required to provide the following information. You will be unable to complete signup without all required information (see below).

- Billing address and contact information
- Contact information for all authorized users
- Credit card for payment
- ~~Name of your CMAR (Construction Manager at Risk) contact~~ (will ask for "Prime Contractor") **This will be The Trevino Group**  
If not contracted directly with CMAR, provide information for the company who hired you.

**Step Two: Begin screening & badging process – Easy as 1-2-3!**

**Screening, Drug Testing and Badging Package**

**\$125.00** (*see online pricing agreement during signup for details*)

1. Contractor will receive email with Use Web Instructions to download and print the **Consent Document**. \$10.00 handling fee for employees without a properly authorized Consent Document. No appointment is necessary.
2. Allow 1-3 business days (on average) for report results. Employer will be notified via email when report is completed. **UTMB will review report results and determine worker's eligibility for project badge based on results.**
3. When approved, badges can be picked up at our Galveston facility.

**Other Information:**

- Plan accordingly – results of the background check may take several business days due to the extent of the background investigation.
- UTMB will make the decision whether or not a criminal record disqualifies your employee from receiving a badge.
- Badges are valid for ONE year. Upon expiration a new background check and drug screen is required.
- FC-CS will notify the CMAR on any outstanding balances.

**FC Construction Services UTMB Support Services**

**Corporate Client Services** Phone: (972) 404-4479 | Fax: (214) 306-8207  
Monday - Friday 6:00am – 6:00pm CST | [customer.support@fcbackground.com](mailto:customer.support@fcbackground.com)

**Galveston Facility**  
600 Harborside, Lot W  
Galveston, TX 77550  
Phone: (409) 765-5242  
Monday - Friday 7:30am – 2:30pm CST  
[txgal001@fcbackground.com](mailto:txgal001@fcbackground.com)

**Houston Facility**  
11097C Northwest Freeway  
Houston, TX 77092  
Phone: (713) 316-0707  
Monday – Friday 8:00am – 5:00pm CST  
[txhou001@fcbackground.com](mailto:txhou001@fcbackground.com)