

Instructions for Completing GE Transportation Background Check Requirements

- 1.) Contact one of the approved vendors listed on the “Doing Business with GE Transportation website” http://www.geae.com/aboutgeae/doingbusinesswith/supplier_security_requirements.html
- 2.) Identify yourself as a “GE Transportation” vendor/supplier/contractor
- 3.) The background check vendor will require you to set up an account, and will provide you with the information on what background check package is the minimum required to access to GE Transportation facilities.
- 4.) If the employee being screened meets the GE Transportation criteria the background check vendor will provide an identifier number- the GE Transportation Access # -with the completed background check. The criteria for access to GE Transportation facilities is provided in our Terms and Conditions of your contract, and is also specified on “Security Check Confirmation Form” located on the Doing Business with GEAE Website.
- 5.) Obtain the “Security Check Confirmation Form” from the Doing Business with GE Transportation Website and complete the form. The form requires the GE Transportation Access number and indication of which vendor was used to complete the background check.
- 6.) Provide this confirmation form to GE Transportation badging or your GE Transportation contact and your request for access to the GE Transportation facility will be processed.

Please allow for at least 72 hours to complete this process.