



**Institutional Handbook of Operating Procedures
Policy 03.03.10**

Section: Human Resources Policies	Responsible Vice President: Vice President and Chief Human Resources Officer
Subject: Employment	Responsible Entity: Human Resources

I. Title

Verification of Selective Service Registration

II. Policy

It is the responsibility of all University of Texas Medical Branch (UTMB Health) employees with hiring authority to assure compliance with Section 651.005 of the Texas Government Code. Selective service registration verification is required before an offer of employment is extended to a potential applicant (i.e., US resident males).

UTMB Health may not hire a person as an employee if the person is of the age and gender that would require a person residing in the United States to register with the selective service system under federal law, unless the person presents proof of the person's:

- 1) registration with the selective service system as required by federal law; or
- 2) exemption from registration with the selective service system.

This requirement does not apply to a person employed by a state agency before September 1, 1999, as long as the person's employment by the agency is continuous.

UTMB Health, in compliance with applicable federal laws and regulations, strives to maintain an environment free from discrimination against individuals on the basis of race, color, national origin, sex, age, religion, disability, sexual orientation, gender identity and expression, genetic information, or veteran status.

III. Procedures

UTMB Human Resources Recruitment verifies that all applicants hired are in compliance with this policy.

IV. Relevant Federal and State Statutes

[Texas Government Code Chapter 651.005](#)
[Proclamation 4771 \(Registration Under the Military Selective Service Act\)](#)

V. Dates Approved or Amended

<i>Originated: 07/11/2000</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>
12/21/2007	10/06/2016

	01/27/2020
	06/03/2021

VI. Contact Information

Human Resources Employee Relations
(409) 772-8696