BACKGROUND CHECKS

All faculty and staff that have direct contact with minors, on a regular basis, must undergo a series of background checks that are required by the State of Pennsylvania. This includes all faculty and staff that are running summer programs involving interaction with minors. If you have questions please contact: **Bernadette Foster, SEAS Director of Human Resources at fosterbe@seas.upenn.edu**

Step-by-Step Guide to Start the Background Checks:

- Contact your SEAS Program Coordinator or Bernadette Foster, SEAS Director of Human Resources at fosterbe@seas.upenn.edu.

- Email SEAS Human Resources at fosterbe@seas.upenn.edu the (applicant) faculty and/or staff member's full legal name, **no** nicknames and their email addresses at least 8 weeks prior to the start date of the minor.

- The applicant will receive a series of emails from Hire Right. These emails are time sensitive. **They will have 5 days to complete them, or they are charged additional fees.**

- While SEAS Human Resources is running the applicants PA checks the applicant should start the Federal checks…FBI Prints – Federal Criminal History Check. This is done independently by the applicant and can be accessed at the following website…https://www.identogo.com

- In the Find the nearest IdentoGo center text box **Enter** your current living address and in the Search for services by state always **Select** Pennsylvania from the drop down box to start the registration process. Select the Digital Fingerprinting option and use Code: 1KG738.

- Email **PDF copies** of the FBI- Prints receipts and actual FBI clearance documents to SEAS Human Resources at fosterbe@seas.upenn.edu.

  No one can work until all 3 checks are completed

FAQ's

Who needs background checks? Anyone working 1:1 W/ minors.

Do we except background checks issued by other organizations? NO, we need to issue the check, unless the person is a volunteer. Then we can accept outside documentation that is valid.

How long does it take to process a background check? Between 4-8 weeks

How many checks are required?

1.) PATCH -PA Healthcare Statewide Criminal Results
2.) PA Child Abuse Search
3.) FBI Fingerprints – Federal Criminal History Check

When do I submit this info to SEAS HR? At least 8 weeks before the start date of the minor.

How do I start background checks for myself or staff & what if we have questions? Contact Bernadette Foster, fosterbe@seas.upenn.edu

Do applicants receive copies of documents? Yes, applicants can request copies of their documents from Hire Right and receive them via US mail service. Make sure to retain these documents for your files. *FBI doc is always mailed to applicant, no need to request.