



Background Checks 2018

Quick Guide for Provost Centers

- Select one member of your staff to oversee this process. This person will work directly with Provost HR.
- Please provide Provost HR with camp / event dates and who will be working those dates 6 - 8 weeks prior to the start of camp.
- Once you have established who needs background checks please email Provost HR full name and email address of applicant.
*****no nicknames*****
- Applicants will be receiving a series of emails from Hire Right. These emails are time sensitive. **They will have 5 days to complete them, or you are charged additional fees.**
- We issue two searches through Hire Right: **PATCH** – PA Criminal History Search and **PA Child Abuse Search**.
- If you are being paid by the University we need to issue these two searches – this is PA State law. **We cannot accept previously issued PA Documents.**
- Set-up biweekly meeting with Provost HR, either in person or over the phone, to review your staff's status and to confirm who is eligible to work.
- **Checks are valid for 5 years.** Anything dated 2012, or older, is no longer valid.

*Please note, it takes 4-8 weeks for an applicant to be cleared.

FBI FINGERPRINTS

The **NEW** PA provider for FBI Fingerprints is **IdentoGo...**

<https://www.identogo.com/locations/pennsylvania>

You will register for FBI Fingerprints online.

You will pre-select your fingerprint location, time, and date. **Your prints must be taken within 6 weeks of registering.**

Speak to supervisor about payment codes before registering online.

We can accept FBI Fingerprints if an applicant already has them. Prints are valid for 5 years.

Further questions contact
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