



## **Pennsylvania Act 153 Background Checks and Lehigh's Protection of Minors Policy**

### **Protocol for University Research Fellow Appointment**

In accordance with University policy, which reflects state law requirements, this appointment will remain conditional until the successful completion of a Pennsylvania State Police criminal history check (PATCH), a FBI fingerprinting report, and a child abuse clearance. If you accept this appointment, the University's Office of the Provost and the University's background check vendor, CBY Systems, will communicate with you via email to begin the background check process.

It is recommended that once you receive the email to start the background check process, you begin your PATCH and Child Abuse Clearance checks immediately. These two checks can be completed online.

For research fellows who reside **outside of Pennsylvania**, you may complete the third check (FBI fingerprinting) when you arrive on campus. We require that you complete your fingerprinting check within your first two weeks of appointment. Lehigh has a dedicated electronic fingerprinting site (COGENT site) at our Mail Center located at 4 Farrington Square across from the University Bookstore. You will receive a pre-paid FBI registration form from our background check vendor. Simply take the form to the COGENT site and get fingerprinted. You will then receive the final FBI report, which will be mailed to your home address that was given to the campus COGENT site operator that conducted your fingerprinting. Once you receive the FBI final report, please drop-off the report in the Office of the Provost, Alumni Memorial Building, Second Floor.

For PA residents, you may complete your FBI fingerprint check along with the other two checks. Just simply follow the instructions on COGENT site locations near you.

Detailed information on PA Act153 can be found at:

<https://hr.lehigh.edu/act-153-background-checks>