Shippensburg University Background Check Information for Employees & Independent Contractors

As part of your employment relationship with Shippensburg University you must give the University authorization to investigate your background. Here are the steps in the process:

1. There are two forms you should complete: the Information Release Authorization and the Background Clearance Certification for Provisional Employment or Volunteering.
2. Both should be sent to the Human Resources Office (109 Old Main) or the Provost’s Office (309 Old Main). Remember to safeguard your confidential information by returning forms in a sealed envelope or hand delivering.
3. A representative from one of those offices will order the appropriate background checks (see information below).
4. You will receive information via the e-mail address you included on your release regarding how to proceed with the PA Child Abuse Search and the FBI Criminal Search with Fingerprints.
5. A copy of the PA Child Abuse Search and the FBI Criminal Search with Fingerprints results must be returned to the Human Resources Office or the Provost’s Office upon completion.
6. If results are not returned within 90 days you will be unable to work until they are provided.

We utilize the services of CBY Systems, Inc. as our background check provider.

The searches that the University will complete are as follows:

**PA State Police Criminal Search**: This search is a criminal history record check from the Pennsylvania State Police (PSP).

**PA Child Abuse Search**: This search requests certification from the Department of Human Services as to whether an individual is named in the statewide database as a perpetrator in a pending child abuse investigation or in a founded or indicated report of child abuse in the last five years.

**FBI Criminal Search with Fingerprints**: This is a federal criminal history record check and individuals must submit a full set of fingerprints to the Pennsylvania State Police to obtain this report. The PSP will submit the fingerprints to the Federal Bureau of Investigation for the purpose of verifying the identity of the individual and obtaining a current record of any criminal arrests and convictions.

*these searches will be conducted prior to your assignment with Shippensburg University and then every three years thereafter.*

All information will be safeguarded per University policy.

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