

LAFAYETTE

COLLEGE

A requirement of the College is to complete a background check within the first 2 weeks of employment. The required background checks include: Pennsylvania State Police Criminal History Record Information, Child Abuse History, and Federal Criminal History Background Check. The College has contracted CBY SYSTEMS, INC to process these checks. The cost of the clearances will be covered by the College.

Background Check Process

1. Employee Inquiry Release Form: Complete the attached release form and return it to the Office of Human Resources with your new hire paperwork.
2. Employee Questionnaire (Email #1): Within a few days of completing your Employee Inquiry Release, you will receive the first of 2 emails from CBY Systems, Inc. to complete a questionnaire and authorize CBY to conduct the background checks. Completion of the questionnaire begins the process for the PA Criminal Check. **Please Note: The link in the initial email is only valid for fourteen (14) days.**
3. Child Abuse Clearance and FBI Fingerprinting Clearance (Email #2): 2-5 business days after completing the Employee Questionnaire, CBY sends a second, two-part email. Please follow the instructions in the email for completing both the PA Child Abuse Clearance and the FBI Fingerprinting Clearance. A prepaid registration number for the PA Child Abuse Clearance is included in the email. **Please Note:** FBI Fingerprinting should be completed through the *Pennsylvania Department of Human Services*, NOT the *Department of Education*. *Please note: You will have 90 days from the date listed on your FBI registration form to have your fingerprints taken.*
4. Submit FBI Fingerprint Clearance Results to the Office of Human Resources: The FBI clearance is mailed directly to you - NOT the College. Upon receipt, submit the original FBI clearance to the Office of Human Resources. Copies are not acceptable as they are marked as void when photocopied.

CBY Systems will provide our office with copies of the completed PA Child Abuse and PA Criminal Clearances. We suggest that you print these for your records. If you require a duplicate copy of your FBI Fingerprinting Clearance, you will need to contact the Department of Human Services directly at 877-371-5422. For assistance or questions about the process, please contact the Office of Human Resources at 610-330-5060.

Please detach the Inquiry Release Form and keep this for your records.