



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

### Protocol for Collaborating Academic Visitors 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.

We recommend that once you receive the initial email to start the background check process, you begin your PATCH and Child Abuse Clearance checks immediately. There are timed links associated with these checks. Both questionnaires can be completed online and the results are automatically sent to the Office of the Provost.

For academic collaborating visitors 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 employment. Lehigh has a dedicated electronic fingerprinting site on campus, in our Parking Services Office, located at 622 Brodhead Avenue, Bethlehem, PA 18015. We encourage you to call ahead for an appointment (610.758.7275). Please remember to bring with you to your appointment, your pre-paid FBI registration form that you will receive from our background check vendor when you register for this particular check.

**For PA residents**, you may complete your FBI fingerprint check along with the other two checks. Just simply follow the instructions that you will receive from our vendor regarding IDENTIGO site locations near you, or by utilizing the campus-fingerprinting site in our Parking Services Office, located at 622 Brodhead Avenue, Bethlehem, PA 18015. We encourage you to call ahead for an appointment (610.758.7275). Please remember to bring with you to your appointment, your pre-paid FBI registration form that you will receive from our background check vendor when you register for this particular check.

**IMPORTANT NOTE:** After completing the FBI fingerprinting check, the results of this clearance are mailed (via US Postal Mail) to your home address only. **The Office of the Provost will need to verify this original document. Please either mail or drop off the report in the Office of the Provost:**

Lehigh University  
Office of the Provost  
Alumni Memorial Building  
27 Memorial Drive West  
Bethlehem, PA 18015

Detailed information on PA Act153 can be found at: <https://hr.lehigh.edu/node/1348>