

Pennsylvania Enhanced Background Check Work Flow – Employee

Please note: There are three parts to this background check

1. PA State Police Records Check (through online process completed by you)
2. PA Child Abuse Clearance (through online process completed by you)
3. FBI Fingerprinting Results (you must be fingerprinted)

Human Resources team member sends you the appropriate paperwork



You must submit the paperwork within 7 days upon receipt



Upon receipt, HR team member processes your paperwork



You will receive an email from CARSupport@sterlingts.com with instructions on how to complete the online portion of your Child Abuse Clearance (be sure to check your junk mail folder for this email)



You will complete the above described process **no longer than 5 days** after you receive that email



You will receive an email from FirstContactHR that will include FBI Fingerprinting Appointment Instructions and your Registration ID number a few days after your paperwork is processed



You MUST be fingerprinted within 30 days of receiving the instructions from FirstContactHR



Let your HR Team member know what day and time you have scheduled your appointment for



Once you are fingerprinted, you are done with your part of the background check process!