

Pennsylvania Enhanced Background Check (PEBC) Work Flow – Volunteer

There are three parts to this background check:

4. PA State Police Records Check (through online process completed by you)
5. PA Child Abuse Clearance (through online process completed by you)
6. FBI Fingerprinting Results (you must be fingerprinted)

These are the steps to complete the process:

Talent Acquisition Specialist sends you the necessary PEBC paperwork



Complete, sign and scan/fax the paperwork **within 3 days** of receipt to your Talent Acquisition Specialist.



Follow the instructions to obtain your PA Child Abuse Clearance and your PA State Police Records Check (on pages 2-3 of the paperwork that was sent to you)



Scan/fax your Talent Acquisition Specialist your PA State Police Check Results as well as your PA Child Abuse Clearance when you receive them



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.



Follow the instructions in the email to arrange your FBI Fingerprinting appointment. This **must be completed within 7 days** of receiving the instructions.



Email your Talent Acquisition Specialist with your appointment date and time so he/she can quickly obtain your results.



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