



Please Note: If information from Workday is required during completion of this form, the link below must be used to access the system. Failure to use this link may result in an "Unknown Error" during submission and form data will be lost.



This form may be used to request a background check(s) for unpaid individuals such as volunteers, unpaid interns, and independent contractors. The unit is responsible for providing unpaid volunteers/interns the instructions on how to complete the three [publicly available clearances](#). They are also responsible for tracking and maintaining the three publicly available clearances. Please allow 2-3 weeks after submission and fingerprinting for receipt of all three clearance results.

For additional information on completing this form, please see the [Manager Form Instructions - Request Background Check](#). **You can also hover your cursor over the fields below for additional details.**

REQUEST BACKGROUND CHECK FOR UNPAID INDIVIDUAL

Requestor Information

Manager : *

User ID
(abc123) : *

Requests
(Single or
Multiple) : * Single

Work Unit : * Select...

Subject (Key
Word/Tag) :

Anticipated
Start Date (If
Multiple, list



earliest) : *

Individual Information

First Name : *

Last Name : *

9-Digit PSU ID # :

Email : *

Affiliation : * Select...

Background Screenings and Compliance Designations

All positions at Penn State require background screening(s). To complete this section, you must first use the [Compliance Designation Tool](#), which will assist you in determining which background screening(s) and designation(s) are required. For more information on background screening requirements, please see [Background Check Process \(HR99\)](#). For more information and definitions for the various background screenings and compliance designations, please see [Background Screenings and Compliance Designations](#).

NOTE: If individual also requires a compliance designation, please contact your HR Consultant. The manager is responsible for ensuring related trainings are completed.

Please make the appropriate selection(s) below for any background screenings needed, based on the results indicated by the Compliance Designation Tool:

Applicable Background Screening Package (Required: Must Choose 1) : * Select...

Additional Background Screening(s) Needed (Select "Yes" for all that apply) :

Education : No

**Motor
Vehicle
Check :** No

**Credit Check
:** No

**National Sex
Offender
Registry
Verification :** No

Attestation :

By checking
this box, I
attest that I
have used the
Compliance
Designation
Tool to
determine the
appropriate
background
screenings/clearances
and
designations
required for
this position.
: *

Comments

Attachments

Add files...

Submit Request



PennState

[Directory](#) | [Human Resources](#) | [IT Help Desk](#) | [Payroll](#)
[Privacy and Legal Statements](#) | [Copyright Information](#) | [Accessibility](#) | [Hotlines](#)

The Pennsylvania State University ©2020