



COMMONWEALTH OF PENNSYLVANIA
OFFICE OF ATTORNEY GENERAL

BACKGROUND INVESTIGATION PROCEDURES

REV. 8.2018

The Office of Attorney General (OAG) takes the safety and security of our offices and employees seriously. The Office of Attorney General policy states that employees who regularly perform work are required to have a background check. The background check will be conducted by the Office of Attorney General at no cost to you. We feel these measures are necessary due to confidential information in our offices that your staff may come in contact with.

In order to expedite the process of the background checks, this will explain how the forms are to be filled out and the information that is required. In some instances, the information supplied has been incomplete, was not current information, or was not legible. Providing accurate, legible and complete information will alleviate returning the background information forms to you and delaying the process.

On the "Authority for Release of Information and Records for Temporary Contractual Appointment" form, the printed name must be the applicant's current full name including full spelling of the middle name. Also list on this line any former name(s) that the applicant may have had such as a maiden name. Applicants are required to provide their current residence, social security number, date of birth, sign their full name and date this form on the lines as listed on the form.

****NOTE:** *On the Authority to Release Form the top line of the page where it is mentioned that the OAG as per the agreement between _____ and the Office of Attorney General should always list the Company's Name in the blank.***

The second requirement, "Office of Attorney General Background Investigation Information Sheet", is a two part document. Part one is for information regarding the contractor and part two is information regarding the employee.

The employee's full name and current residence must be provided, and the address is to include street name, city, state and zip code. The requested telephone number should be a daytime phone number so the applicant can be contacted during business hours. Social security number, driver license number and date of birth must be legible. **Three references are required, and the references cannot be related to the applicant, nor can they be listed as a past employer.** References should have knowledge of the applicant's qualifications for the position for which the background check is being performed. Reference information should include full name, complete address, and a daytime phone number, including area code.

The employee is required to provide information on all past employers. The information should include the immediate supervisor's name, complete address of the company, phone number for the company, position title held, and time period in which the applicant was employed at that company. It may be necessary to use additional paper to complete this section.

The applicant is also required to provide a copy of their birth certificate, driver's license, social security card, and visa for non U.S. citizens. Please make sure that copies are legible and that the driver's license and social security cards are at 150% exposure. If an applicant is substituting a green card for a birth certificate, the applicant must provide the Office of Attorney General with the city and country where they were born. **The business owner is the person responsible for forwarding this information to the office. If the copies are not legible or the copies are not the correct size, the entire packet will be returned.** Information on the "Contractor Information" form is only required when you are bidding on a new contract with our Office. You should include the full business name along with any "DBA", business owner/operator full name, and daytime telephone number. Two reference of companies in which you provide services for are **required**. Reference information should include the full company name, contact person, complete company address, a daytime phone number in which to contact the reference, and the time period which you have performed services for this company. Note: Photographs (JPEG, PNG, etc.) are **not an acceptable** file type for document submission. PDF preferred.

ONCE ALL INFORMATION AND COPIES HAVE BEEN GATHERED, THE PACKET IS TO BE SUBMITTED BY THE DATE AND TIME PROVIDED BY THE OAG PROCUREMENT UNIT REPRESENTATIVE FOR THIS SOLICITATION.

By receiving complete and up-to-date information from you, the Office of Attorney General will be better able to process your company and employee's background. If there are any questions, please do not hesitate to contact the OAG Procurement Unit at the email address listed below, or the Purchasing Agent responsible for the solicitation.