

Background Clearances – FAQs

How long will my clearances be valid? When will I need to reapply?

All three clearances are valid for five years from the date on the clearance results.

The Office of Human Resources will contact you via email when it is time to reapply for your background clearances.

Am I financially responsible for the payment of any employment clearances?

No. The university will cover the cost of all employment background clearance expenses for faculty, staff and student workers.

Volunteers will be responsible for payment of background clearances.

What is the status of my clearances?

For any questions regarding your clearances, please contact the Office of Human Resources at 570-389-2749 or hrclearances@commonwealthu.edu.

Does CU-HR automatically receive the result of my FBI Fingerprint clearance?

If you entered the CU address provided in the instructions on the IdentoGo system, the results will be received by Human Resources. If you entered your home address, your fingerprint clearance result will be mailed within 10 – 14 days to your home address. **The results will arrive on a blue piece of paper from the Department of Human Services, stating “eligible or ineligible.”**

By law, for this clearance to be considered complete, you must present original results to the Office of Human Resources within 45 days of your first day of work.

If you do not receive the results in the mail from the Department of Human Services within 14 days of being fingerprinted, please call Childline, 1-877-371-5422, select option 4.

Can I get my fingerprints done in the HR department for an organization that is not affiliated with CU?

No. CU has an internal process for its own employees and students and our fingerprinting services are not available to the general public.

How can I request a copy of my clearances that I received through CU?

Email HRclearances@commonwealthu.edu to request a copy of your results. Please note, these results can only be picked up in one of our Human Resource offices or mailed to your home address.

I was offered a student employment position on campus. How do I start my clearances?

If the position you are hired for requires background clearances, JobX (student employment platform) will send the clearance instructions to your student email. Once all clearances are submitted, payroll will reach out to discuss next steps.

If you have any questions regarding the instructions, please reach out to HRclearances@commonwealthu.edu or 570-389-2749.

If am not an employee at CU but I want to be an unpaid volunteer at the university, do I have to complete background clearances?

Yes. Please complete the [official volunteer services request form](#) and forward form to Hrclearances@commonwealthu.edu. Human Resources will reach out to you with next steps. Often times, volunteer clearances are a quick process that can be completed online.

Is anyone exempt from completing background clearances?

1. Volunteers under the age of 18 are NOT required to obtain any clearances.
2. Student volunteers are NOT required to obtain clearances if:
 - he/she is currently enrolled in a school **and**
 - he/she is not responsible for a child's welfare **and**
 - he/she is volunteering for an event occurring on school grounds **and**
 - the event is sponsored by the school at which he/she is enrolled as a student **and**
 - the event is not for children who are in the care of a child-care service
3. Student employees who have no direct contact and/or routine contact with a "non-matriculating" minor/child during the course of their employment duties.

If I already received my clearances, such as through my church or through my academic program, can I present these to HR?

Any employee or volunteer who begins employment or volunteer status with CU will need to work with the HR office to ensure appropriate clearances are on file. In most cases, new clearances will need to be initiated with CU.

In accordance with the above guidelines, CU-HR will follow the guidelines below regarding substitutions of clearance results:

- Employment clearances obtained through the Department of Education cannot be accepted for employment (student or non-student) at CU.
- Employment clearances (regardless of employer) can be accepted for volunteer work at CU.
- Volunteer clearances cannot be accepted for employment purposes at CU.
- Clearances processed for employment at another State System school may be accepted if the clearances are less than five (5) years old. CU-HR will work with the State System school to transfer results.