

Background Check Clearance Instructions

[Child Abuse Clearance](#) The online Child Abuse Clearance site requires you to create an account and submit your request electronically. Results will be emailed/mailed (your choice when registering) to you within 14 days of submission. You also have the option of completing this process using a paper application and US mail.

[PA State Police Clearance](#): The State Police clearance is available solely online and you will get an instant response showing “no findings,” if you do not have a record.

[FBI Clearance](#) : Use code 1KG6NX

The FBI Clearance requires that you register online to be fingerprinted. Once you have completed the registration process, you go to a fingerprinting site for the fingerprinting process. At the conclusion of the fingerprinting process, you will be given a “tracking number.” The tracking number must be submitted to Human Resources. Federal law prohibits access by you to the FBI results; therefore, HR will pull your results from the FBI website and review it.

All clearances should be submitted to the HR office in the following manner:

LCCTC internal courier and/or Email to HR@lancasterctc.edu