



## CONTRACTOR EMPLOYEE BACKGROUND CHECK VERIFICATION FORM

Date: \_\_\_\_\_

Business or Organization Name (Employer) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Solicitation Number \_\_\_\_\_

Contract Location \_\_\_\_\_

As the apparent low bidder for the referenced Solicitation Number, I hereby affirm that as of the above date, our company is in compliance with Commonwealth Standard Terms and Conditions Section V.42 Contract-036.1 Background Checks (February 2016) and in addition, a FBI background check for residency not held within the past (2) consecutive years in PA, through [www.pa.cogentid.com](http://www.pa.cogentid.com). All employees contracted with our company that will perform services listed in the above contract location, background checks have been conducted and are in compliance with the above mentioned terms.

It is also agreed that any new employee who will perform services at the above listed contract location, will have a background check and/or FBI check conducted (5) five days prior to the start date throughout the duration of the contract. Documentation confirming background check and/or FBI checks will be maintained for all contract employees who will perform services in the above mentioned contract. In the event of an investigation or audit the vendor will be required to provide the documentation to the Department.

I, \_\_\_\_\_, authorized representative of the company above, attest that the information contained in this verification form is true and correct and understand that the submission of false or misleading information in connection with the above verification shall be subject to sanctions provided by the law.

\_\_\_\_\_  
Authorized Representative Signature