

**OAG Background Investigation Protocols**  
**November 4, 2019**

**Advisory Language**

Background investigations for the OAG are conducted to gather information to determine whether an applicant is reliable, trustworthy, and of good conduct and character.

All questions must be answered completely and truthfully. The OAG must make the hiring determination on a complete record.

Any information provided may be confirmed during the investigation and will be protected from unauthorized disclosure.

The investigation may extend beyond the time period specified in your answers when necessary.

It is your responsibility to provide the requested documentation. Failure to provide the requested documentation may deem your application incomplete and adversely affect your candidacy.

Intentionally withholding, misrepresenting or falsifying information may affect your eligibility for a particular position or any position at all.

**Verification of Vital Statistics**

Applicant will need to present a social security card, birth certificate, and if you are an attorney, proof of admission to the Pennsylvania Bar, such as the card or documentation received from the Pennsylvania Supreme Court assigning an identification number and indicating your bar membership is in good standing.

**Background Investigation**

The selected candidate will need to provide proof of the following:

1. Identity – driver’s license or other official identification.
2. Citizenship – passport or other documentation of citizenship.
3. Education – transcripts and/or diploma.
4. Previous employment, military service, national guard/reserve service, and state and/or federal government service, if applicable.

The selected candidate will be subject to a background investigation that includes a check of / for:

1. Police/criminal record of arrests, convictions, or sentences served, including citations; tickets to appear in criminal court (where fine was more than \$300 and/or included drug/alcohol use); arrests by police officer, sheriff, marshal or any other type of law enforcement official; and current service of parole or probation. Your disclosure of prior convictions does not necessarily preclude your hire.
2. Drug use and/or drug activity.

3. Financial record history for bankruptcy filing, tax delinquency finding, delinquency on child support or alimony orders, lien(s), debts turned over for collection, garnishments or attachments of assets, eviction for non-payment, and/or repossessions or foreclosures.
4. Improper or unauthorized attempts to access / use any information technology system (i.e. cybercrime).
5. Involvement in or filing of non-criminal court actions.

Applicants for agent positions, who are subject to a physical examination (including a drug test), psychological examination and polygraph examination as part of the background investigation, should note that the above-listed categories will be scrutinized during the polygraph examination.

### **Additional Information**

A routine part of your investigation may include an interview. The investigator may ask you to explain some of your answers. This provides you the opportunity to update, clarify and explain information on your form more completely

\*It is imperative that the interview be conducted as soon as possible after you are contacted. Postponements will delay the processing of your investigation, and declining to be interviewed may result in your investigation being canceled.

You will be asked to provide photo identification, such as a valid driver's license. You may be required to provide other documents to verify your identity, as instructed by your investigator. These documents include certification of any legal name change, social security card, passport, and/or birth certificate. You may also be asked to provide documents regarding information that you provide on this form, or about other matters requiring specific attention. These matters include, but are not limited to:

- Alien registration or naturalization documents.
- Delinquent loans or taxes, bankruptcies, judgments, liens, or other financial obligations, agreements involving child custody or support, alimony or property settlements.