January 1, 2025

To all contractors and vendors:

Please be advised that all contractors and vendors that perform services on Lehigh University property must obtain a Vendor Access ID prior to conducting work. Before issuing the Access ID, the contractor/vendor must obtain a criminal history background check, performed by the Pennsylvania State Police, for any employee who performs services on Lehigh property. An Access ID will only be issued after the noted review has been completed. Upon authorization, Access ID cards will be authorized and printed by the IDEAL Office located at 42 University Drive, Bethlehem, PA 18015. The Access ID will be valid for five years from the date of dissemination of the background check, after which a new authorization will be required. Access ID cards must be worn at all times while present on Lehigh University property.

All contractors and vendors must immediately notify Lehigh University Police if any of its employees who perform services on Lehigh property are arrested, convicted of a crime, dismissed from employment, and/or resign or retire. Upon such notice, University Police will notify the Manager of the IDEAL office, who will immediately suspend the access for that individual.

Background checks performed within a year of the date of submission will be accepted. It is the responsibility of the vendor to acquire and submit new background checks for employees every five years. A completed background check certification from the PA State Police for each contractor is to be submitted either in person, by fax (610) 758-6358, or by email (inlcs@lehigh.edu) to Elizabeth Miller Coleman or Ashley Strause, Lehigh University Police Department, 321 E. Packer Avenue, Bethlehem, PA 18015. To expedite the process, all contractors seeking Access ID cards can submit a color photo of each employee directly to the IDEAL office (inideal@lehigh.edu). Please include the company name on all correspondence to both the LUPD and IDEAL Office. In addition, submit completed background check certificates for current employees within two weeks of receipt of this letter.

Instructions for obtaining background checks can be found on the Pennsylvania State Police website (https://epatch.pa.gov/). Lehigh University accepts PATCH record checks, not Volunteer Record Checks. Each record check is $22.00 and is paid to the PA State Police through their website. Notarized copies of PATCH records are not required.

For further information and instructions, please visit this link.

Thank you in advance for your cooperation.

Jason D. Schiffer
AVP Campus Safety | Chief of Police