

BACKGROUND CHECK REQUIREMENTS

All HCC board members, staff, and volunteers who are responsible for "the care supervision, guidance or control" of, or have "routine interaction" with anyone under the age of 18 must obtain the following clearances prior to working with children, and renew them every three years:

1. Pennsylvania State Police Criminal Background Check
2. Pennsylvania Child Abuse History Clearance Form
3. Federal (FBI) Fingerprint Criminal Background Check (only if you have not lived in PA for the past 10 years)

PA Title 23 – Act 153

Section 10, Part A

*"This section [also] applies to an adult applying for an unpaid position as a **volunteer** responsible for the welfare of a child or having direct contact with children."*

- Child is "an individual under 18 years of age"
- "Responsible for" includes care, supervision, guidance, or control

According to Pennsylvania State Law, Act 153, we must have current, **hard copies** of your clearances **on file at our office**. If you already have current clearances, simply submit a paper copy to the HCC prior to beginning your service.

How To Get Your Clearances – PA State Police Criminal Background Check

This can be completed on-line *or* by mailing in a paper copy.

Directions for *on-line submission* (you will be required to pay the \$10 fee by credit card)

1. Go to: <https://epatch.state.pa.us>
2. Under "Credit Card Users" select "Submit a New Record Check"
3. Review and Accept "Terms and Conditions"
4. Enter your personal information and the address to which you would like any records sent.
5. Under "Reason for Request" select either "Employment/Screening" or "Volunteer," whichever is applicable.
6. On the next screen, enter all personal information.
7. Select "Enter This Request" and your request will be sent to a queue.
8. Select "View Queued Record Requests" and then "Submit" to pay the \$10.00 fee.
9. Print the "No Record" certificate.

NOTE: You must *print or save* the certificate. Once viewed, you will have no further access to the certificate.

If you receive a "Request under Review" response, check the PATCH website periodically for updates to the request. It can take anywhere from a few days to a few weeks for the "Request under Review" status to be updated. If a record is found, it will be mailed to the address provided

Directions for *paper submission* (you will be required to pay the \$10 fee by money order)

1. Fill in the attached form.
Note: Check the block for "INDIVIDUAL/NONCRIMINAL JUSTICE AGENCY"
Note: Under Reason for Request, select "Employment/Screening" or "Volunteer"
2. Enclose a \$10.00 certified check or money order payable to "Commonwealth of Pennsylvania"
3. Mail the form and payment to the address on the form. (It can take up to 4 weeks to receive results.)

How To Get Your Clearances – PA Child Abuse History Clearance Form

This can be completed on-line *or* by mailing in a paper copy.

Directions for *on-line submission* (you will be required to pay the \$10 fee by credit card)

1. Go to: <https://www.compass.state.pa.us/cwis/public/home>
2. Select “Create New Account”
3. Select “Next” at the bottom right of the page
4. Complete the Keystone ID Registration
5. Check your e-mail for the Keystone ID and password confirmation (2 separate e-mails!)
6. Return to: <https://www.compass.state.pa.us/cwis/public/home>
7. Select “LOGIN”
8. Select “Access My Clearances”
9. Scroll to the bottom and select “Continue”
10. Use your Keystone ID and temporary password to login.
11. Upon initial login, you will be required to change your password.
12. Return to: <https://www.compass.state.pa.us/cwis/public/home>
13. Login using Keystone ID and new password
14. Review and Accept the “Terms and Conditions” and select “Next”
15. Select “Continue” at the bottom right of the page
16. Select “Create Clearance Application”
17. Select “Begin” at the bottom right of the page
18. Application Purpose: Select “Volunteer” or “Regular Contact with Child”
19. Complete Application Summary and select “Next”
20. Certify application and provide e-signature (first and last name only, no middle names or suffixes)
21. Enter credit card payment information for \$10.00 and select “Pay Now”
22. Select “Finalize and Submit Application”
23. You will see an “Application Confirmation” screen
24. You will receive an e-mail confirming successful submission of your application
25. NOTE: Notification of your clearance results will be e-mailed to you within 14 days, or you may log in at any time to check the status of your application: <https://www.compass.state.pa.us/cwis/public/home>

Directions for *paper submission* (you will be required to pay the \$10 fee by money order)

1. Complete Section 1 only of the attached form. All information must be completed in full and the form must be signed.
Note: For Purpose of Clearance select “Volunteer” or “Regular Contact with Child”, whichever is applicable
2. Enclose a \$10.00 certified check or money order payable to “Department of Human Services” and mail to the address on the form.
Note: Notification of clearance results can take up to 14 days after the application is received by the Department of Human Services.

How To Get Your Clearances – FBI Fingerprint Background Check

The fingerprint based background check is a multi-step process.

Registration Information

You must register prior to going to the fingerprint site.

- Registration is provided online 24/7 and telephone registration is available at 1-888-439-2486, Monday through Friday, 8:00 a.m. to 6:00 p.m. EST.
- The fee is \$25.75 for the fingerprinting service and to secure the Criminal History Record.
- Applicants can make their payment during online registration using a credit card. For those applicants who cannot pay electronically, you may select to pay by money order when you go to the fingerprint site.
- **NO CASH TRANSACTIONS OR PERSONAL CHECKS ARE ACCEPTED.**

Directions for registering *online*:

1. Go to: https://www.pa.cogentid.com/index_dpwnNew.htm
2. Select “Register Online” under Registration
3. Enter all required information on the registration page, please take note of the following:
 - Fingerprint Card User: Only check this box if you are not being fingerprinted electronically at a site that uses the Livescan system. Most individuals will not check this box as they will be using the Livescan system. However, the Fingerprint Card is the only option for out-of-state applicants or those who are unable to be printed electronically at a Livescan system within Pennsylvania. Reference “How to Submit a Fingerprint Card to 3M Cogent” should you need to obtain a fingerprint card.
 - Payment Type: select “credit card or money order”
 - Reason Fingerprinted: select “Employment (Volunteer) with a significant likelihood of contact with children”
4. Make payment by credit card, or obtain money order for \$25.75.
5. **Upon completion of registration, please select PRINT, SAVE, or SEND EMAIL for receipt to take to the fingerprinting site.**

Directions for getting fingerprinted:

1. Proceed to the fingerprinting site of your choice.

In Huntingdon: Huntingdon County Child & Adult Development Corp
52 Juniata Ave, Huntingdon, PA 16652 (behind Community State Bank)
Hours: Mon, Wed, & Fri from 9:00 a.m. – 3:00 p.m.
Phone Number: 643-5199

Find additional sites at: https://www.pa.cogentid.com/index_dpwnNew.htm
(The entire fingerprint scan process takes 3-5 minutes but can take longer depending on wait times at the site, so please plan accordingly.)
2. You must present an approved ID, preferably a Drivers License. If you do not have a driver’s license, see https://www.pa.cogentid.com/index_dpwnNew.htm for an approved list of ID’s.

Note: Minors under the age of 18 must be in the presence of a parent or guardian at the time of fingerprinting.

Note: Complete processing of the FBI Criminal History Record should take no longer than 4-6 weeks. If you do not receive your results within this time frame, contact (717) 783-6211 or (877) 371-5422.