Background Check Instructions

PLEASE NOTE: IF YOU ARE A CURRENT EMPLOYEE WHO HAS BEEN ISSUED A UNIVERSITY P-CARD, YOU MAY USE THE P-CARD TO PAY FOR ALL THE CLEARANCES YOU ARE REQUIRED TO OBTAIN/RENEW. WHEN YOU RECONCILE YOUR ACCOUNT, PLEASE CHARGE THE EXPENSE TO **10-6110-5521-000**.

PA CRIMINAL HISTORY BACKGROUND CHECK (Pennsylvania State Police)
This clearance must be obtained as the final step of the application process and before service as an employee or volunteer may begin. All employees and volunteers are required to obtain this clearance.

1. Go to http://www.psp.pa.gov/Pages/Request-a-Criminal-History-Record.aspx#.VMIKJ-ktCM8
2. Scroll down to **There are two methods of requesting a Criminal Record**.
   a. Online Request – this method is recommended since it is faster. Online requests require payment via credit card.
      i. Click on the link to Pennsylvania Access to Criminal History Web Site.
      ii. Under Credit Card Users, click **Submit a New Record Check.** Read through the Terms and Conditions for the use of PATCH and click **Accept**.
      iii. Under **Personal Information**, for **Reason For Request**, click **Employment Screening**. Complete the remaining information requested then click **Next**.
      iv. On the **Personal Information Review** page, review and verify the information provided. Use the **< Back** button to correct information if needed. When correct, click **Proceed.**
      v. On the **Record Check Request Form**, complete your information then click **Enter This Request**.
      vi. When you see the **View Queued Record Check Requests(1)** line, click **Finished.**
      vii. **A Record Check Request Review** screen will appear with your name listed. Click **Submit**.
      viii. Enter your credit card information and click **Submit**.
      ix. Under **Verify Credit Card Information**, check the information and, if correct, click **Submit**.
      x. A **Record Check Request Results** screen will appear. Click on the **Control #**.
      xi. A **Record Check Details** screen will appear. This is your receipt. ***Print this page*!** The University will not provide reimbursement without this receipt.
      xii. Beneath your personal information, click on **Certification Form**. This is your results. ***Print this certificate.***
3. Bring your receipt and your Certification Form to the Department of Human Resources (staff and full-time faculty positions) or the Office of the Provost (adjunct positions) before employment or volunteer service begins. The receipt and Certification Form contain your social security number and date of birth: DO ***NOT*** SCAN AND EMAIL THESE FORMS!

CHILD ABUSE HISTORY CLEARANCE

If requested to obtain this clearance, the process must be started before you may begin working or volunteering. If you had a PA Child Abuse Clearance done within the past 90 days with another organization, you can use the results of that clearance for Cairn. You will need to present the original report to the University to be copied.

To complete this clearance electronically

1. Go to https://www.compass.state.pa.us/cwis and create a new account. To do that you need to create a Keystone ID (self-assigned), provide basic personal information, and create security questions.
2. After that step has been completed, you will receive two automated emails from the state. (These emails may go to a SPAM or JUNK mail account, so please check those before recreating an account.) One email will include the Keystone ID that you registered; the other email will include a temporary password.
3. Use your Keystone ID and temporary password to log on again at https://www.compass.state.pa.us/cwis. This time, create a permanent password.
4. You will then log out and in again - a third time - to https://www.compass.state.pa.us/cwis to complete a clearance application.
5. To complete the clearance electronically, you will need a credit or a debit card and an electronic signature. (If you do not have either a credit or debit card and/or do not want to use an electronic signature, you must download, complete, sign, and mail a paper copy of CY113. You will see this link on the **Getting Started** page. You can also follow the directions below.) **Print the *Payment Completed* page – it is your receipt!**
6. When asked about the **Purpose for Clearance**, select **School Employment**.
7. You will need to provide addresses where you have previously lived, names of all individuals with whom you have lived, and any previous names you have used or been known by such as nicknames, aliases, or maiden names.
8. When you submit your application, you will receive an email confirming that your application has been successfully received. Save this email as it confirms that you have started the Child Abuse History Clearance. You *will* need to present it if your employment or volunteer service begins before your clearance is received.
9. Your clearance will be mailed to you. If you do not receive your clearance within three weeks, please call 717-783-6211 (or toll-free, 1-877-371-5422) to follow up.
10. Once you have received the original of the results, you must **bring or mail *the original* to the HR Dept. or the Office of the Provost** so the University has a record of compliance. The University must receive the original report within 90 calendar days of your first day of work. DO ***NOT*** SCAN AND EMAIL THESE FORMS!

To apply for the PA Child Abuse Clearance using paper

1. Go to http://www.dhs.state.pa.us/
2. On the right side of the page, click on **Pennsylvania Child Abuse History Clearance Form** (CY113).
3. Print the form. Follow instructions found on page 3 of the form to **complete Section 1 only**.
4. When completing **Purpose of Clearance**, select **School Employment**.
5. You will need to provide addresses where you have previously lived, names of all individuals with whom you have lived, and any previous names you have used or been known by such as nicknames, aliases, or maiden names.
6. Follow the specific payment and mailing instructions as described on the form.
7. Prior to mailing the form and payment, make two copies of the form:
   a. Retain one for your records
   b. Bring, mail, or scan and email the other to HR human.resources@cairn.edu (for staff and full-time faculty positions) or the Office of the Provost provost@cairn.edu (adjunct positions) *on or before your first day of work*.
8. Your clearance will be mailed to you unless you select the electronic notification-only option. If your clearance is not received within three weeks, please call 717-783-6211 (or toll-free, 1-877-371-5422) to follow up.
9. Once you have received the original of the results, you must bring or mail *the original* to the HR Dept. or the Office of the Provost so the University has a record of compliance. The University must receive the original report within 90 calendar days of your first day of work.

FBI FEDERAL CRIMINAL HISTORY, INCLUDING FINGERPRINTING

If requested to obtain this clearance, the process must be started before you may begin working or volunteering. If you are a volunteer and have been a Pennsylvania resident continuously for at least the past ten years, and can sign an affirmation of clearance, you do not need to obtain this clearance. If you had this background check done within the past 90 days with another organization, you can use the results of that clearance for Cairn. You will need to present the original report to the University to be copied.

To complete this clearance,

1. Go to https://www.pa.cogentid.com
2. Click on the icon for the **Department of Human Services**.
3. Under **Registration**, click on the **Register Online** link. Provide information in fields marked with an *.
4. For Reason Fingerprinted, select "Employment with Significant Likelihood of Regular Contact with Children."
5. Make your payment using a credit or debit card. **Print your receipt!**
6. You will be assigned a Registration Identification Number (starts with the letters P-A-D).
7. Print the ID form and take it, along with a photo ID, to the nearest Official Cogent Site location to be fingerprinted.
    a. See *Find a Fingerprint Location* on the home page under **Useful Links**. Penndel Hardware is the location closest to the Cairn campus.
8. Make a copy of the Proof of Fingerprint Submission form (**Step 3 – Registration Complete**). If you do not receive a Proof of Fingerprint Submission at the fingerprinting site location, you will need to log onto the Cogent website after you have been fingerprinted and print out the Proof of Fingerprint Submission form that indicates when you were fingerprinted. You *will* need to present the Proof of Fingerprint Submission form to the HR Dept. or the Office of the Provost if your employment or volunteer service begins before your clearance is received. Do not contact Cogent or the fingerprint site after your fingerprints have been submitted. The background check report should be completed in about 10 days. If results are not received within six weeks, only then call 717-783-6211 or 1-877-371-5422.
9. The results will be mailed to you. When you receive the original results you will need to bring or mail the receipt and clearance results to the Human Resources Dept. or Office of the Provost to be recorded as completed. DO ***NOT*** SCAN AND EMAIL THESE FORMS! New employees' results must be received by HR within 90 calendar days of the first day of work.