You are required to provide 3 background checks prior to your first day of employment:

1. **PA State Police Check**
2. **FBI Fingerprint Check**
3. **Child Abuse clearance**

This memo provides directions for obtaining the required background checks for employment at Messiah College. If you currently have the above background checks, and if they have been conducted within the last 12 months at the time of your start date, they will be accepted with your hiring paperwork. If you do not have current background checks, or if your checks are older than 12 months, **you will need to start this process immediately** as the clearances can take a number of weeks to be completed and returned. **We also request that you submit all three complete and official clearances together to Human Resources** (not as you receive them – this is in order that we may keep all of your information together).   Please see below helpful links in order for you to begin this process. Your clearances are not complete until we have all three.

1. PA STATE POLICE CHECK (PATCH)

https://epatch.state.pa.us/Home.jsp This is the Pennsylvania State Police check which can be processed online and the results typically are available immediately or within the same business day. If the results are not ready immediately, be sure to copy down the Control Number of your pending request. This, along with other personal information, is needed to obtain the results at a later time. You will need to print the clearance results to include with the other two clearances. This requires a visa card for payment.

2. FBI FINGERPRINT CLEARANCE (IDENTOGO)

https://uenroll.identogo.com   The FBI Check is a three-step process:

A)   First, you must register for your appointment online, complete the necessary online forms and print the receipt. Please bring a visa card for payment to the facility.

ATTENTION – 2 Critical Points to Note:

1.   **Throughout this process, you must use the *Department of Human Services* options (and should NOT use any Department of Education options.)**

2.   **Please note that on the first page, you'll need to input the following code: 1KG756.**

B) Second, you will need to take the printed receipt and two forms of identification, including one government-issued photo ID to a fingerprinting facility. Locally, you may go either to **6483 Carlisle Pike, Suite 104, Mechanicsburg, PA 17050** or alternatively, you may go to **4815 Jonestown Road, Suite 201, Harrisburg, PA 17109**.

There will be an opportunity online (when you register for your appointment) to set up your specific finger-printing timeslot. There is also the option of selecting "walk-in" for which you take the chance that they will be able to see you sooner.

C) Third, after providing the fingerprints at the facility**, the results will be mailed to the home address that you entered online.** The waiting period for the results currently is 2-4 weeks. Once you receive the results, you will need to provide them to the College with your other two clearances.

3. PA CHILD ABUSE CLEARANCE

https://www.compass.state.pa.us/cwis/public/home Please note this particular clearance can be aggravating. It is likely helpful if you read through all of this head of time.

i. In order to proceed in filling out the online Child Abuse Clearance Application, you must first create an account.

ii. At the start of the account form, you will be asked to fill in a Keystone ID. It's not readily obvious, but when setting up your account, you need to make up a Keystone ID of your choice.

iii. After you've set up an account, you will be given a temporary password through email, in order to log in again to create your personal password.

iv. This online form requests personal information, including extensive address history.

v. The completed on-line form is sent directly to the department of welfare, and typically takes 14 days to process. The option will be given at the beginning of the process as to whether the results are to be mailed to a home address, or retrieved electronically. If you have chosen to obtain the results online, within 14 days you will receive an email response that your results are ready. Log on to the site with your Keystone ID and personal password to retrieve them.

vi. Again, you will need to include this with your other two clearances. This also requires a visa card for payment.