

## Instructions for Obtaining and Submitting Background Check Reports *La Salle University Faculty and Staff*

### Important Notes:

1. Some of the results can take up to two (2) weeks from the time you complete the registration process (including going to an approved site for fingerprinting). It is imperative that you start this process right away as to not delay your start date or ability to work with minors.
2. You will need a credit/debit card to complete this process. You may save your receipts for reimbursement from La Salle.
3. You will need to be able to print and/or save items as a PDF to complete this process.
4. Additional information on all three required clearances can be found at:  
<http://dhs.pa.gov/publications/findaform/childabusehistoryclearanceforms/index.htm>

### 1. Pennsylvania State Criminal Record Check (\$22.00 as of November 2022):

- Visit <https://epatch.pa.gov/TandCRce>
  - Click on “Submit a new record check”
  - Review terms and click “Accept”
  - Select “Individual Request”
  - Select Reason for Request “Employment”
- Continue through submitting all information requested.
- You will be charged \$22.00 to be paid by a credit/debit card. **Click the Control # (in blue) to print a receipt for reimbursement (you may also print to PDF and save to your computer).**
- Click “Certification Form” to print or save results as a PDF (results will show immediately if no record reported, within 21 days if more research is needed).

### 2. PA Child Abuse History Check (\$13.00 as of October 2020):

This process requires setting up an account (for new users) and then applying for the clearance.

- Visit <https://www.compass.state.pa.us/CWIS/Public/Home>
- Start by clicking on the applicable box and follow the instructions.
  - If you have never requested a PA Child Abuse clearance previously, select “Create Individual Account”.
  - If you have previously requested a PA Child Abuse clearance, select “Individual Login” and skip the next three instructions below.
- Follow the prompts to make up your Keystone ID (username). After you hit “Finish”, you will receive two emails: one with your Keystone ID and one with your temporary password. In either email, click the link towards the bottom that says “Child Welfare Portal”. This will bring you back to the original homepage. Click “Individual Login”. Then click “Access My Clearances”.
- Scroll to the bottom and click “Continue”.
- Login with your Keystone ID and (temporary\*) password. \*If this is your first time logging in you will be prompted to set up a new password. Click “Submit”. Then click “Close Window”. It will bring you back to the login page. Login with your new password.
- This will bring you to a “Terms and Conditions” page. You must select that you accept the My Child Welfare Terms and Conditions, then click “Next”. Click “Continue” at the bottom of the next page.

- Click “Create Clearance Application” and follow the prompts. When the time comes, you should select “**School Employee Not Governed by Public School Code: Applying as a school employee not governed by Section 111 of the Public School Code.**”
  - Note: It is important to enter as much information as possible to speed up processing. In particular for places that you’ve lived. If you only know City, State (not full address) that’s fine – put as much in as you know. If you skip places you’ve lived or people you’ve lived with they may send your application back for clarification.
  - For “Did an organization provide a code for your application”, select No.
- You will be charged \$13.00 to be paid by a credit/debit card. **At this time you must print the screen that states “Please print a copy of this page as a confirmation of payment for your records.” You will not receive an email with that receipt.**
- Make sure to check the box to receive an email response AND hard copy result via US mail. You will receive an email from [noreply@pa.gov](mailto:noreply@pa.gov) saying that your clearance application has been received and another one when the results have been updated.
- **When you receive the update email, log in to view the results. Save the results as a PDF.**
- **If you have any problems submitting your application please contact the CWIS Support Center at 1-877-343-0494.**

### 3. FBI Fingerprint Check (\$25.25 as of August 2022):

This process requires registering online and visiting an approved fingerprinting site in person. Payment is required at the in person fingerprinting appointment. **Please complete both of these steps ASAP as the official results can take up to two (2) weeks to process after your fingerprinting appointment.**

- Visit <https://uenroll.identogo.com/>
  - Enter Service Code: **1KG756**
  - That will bring you to a screen that says “**1KG756 – Pennsylvania DHS-Employee >=14 Years Contact w/ Children**”
  - Select “Schedule or Manage Appointment”
  - Complete “Essential Information” page & click “Next”
    - La Salle’s address is 1900 W. Olney Avenue, Philadelphia, PA 19141
  - Complete creating an “Agency Identifier” & click “Next”
  - Complete “Citizenship” information & click “Next”
  - Answer the “Personal Questions” & click “Next”
    - Select “No” for “Do you have an Authorization Code that you will be using as a method of payment?”
  - Complete “Personal Information” & click “Next”
  - Complete “Mailing Address” & click “Next”
    - The mailing address you provide is where DHS will send the official results. **Please be sure to enter the correct mailing address as this is the only way to receive your results.**
  - Select the document you will bring to the fingerprint site for identification & click “Next”
  - Enter a zip code for the nearest “Enrollment Center” to schedule your appointment
    - Select address site & click for hours of operation (suggested sites are Elkins Park, Bala Cynwyd, Glenside, Haverford, and Philadelphia)
    - Click “Next” under your selected site
  - Select a Date and Time & click “Submit”
  - Your appointment is confirmed. Print and/or save screen with your appointment date and time. You should receive an email confirmation as well. The list of acceptable payments methods (payment due at time of appointment) are listed on this screen.
  - Bring registration confirmation with date and time to the fingerprinting facility to be fingerprinted.

- **Payment of \$25.25 will be required when you have your fingerprints taken. They will give you a hard copy receipt and you will receive an email receipt.**
- **Remember to bring the ID document(s) that you listed during your registration.**
- You may receive an unofficial copy of the results, which is for your records only. La Salle can only accept the official results that are mailed within 2 weeks.
- **Your results will be sent directly to you and sometimes it can take up to 2 weeks. You must submit the results to La Salle HR (the results will not be sent directly).**

#### **4. Completed Reports**

- Please keep a copy for yourself in case you need it for anything in the future. La Salle University does not need the originals so we suggest submitting a copy and keeping the originals.

#### **5. Submitting Your Background Check Reports**

- Deliver your three (3) completed background check reports to the Office of Human Resources, with your employment paperwork or on your first day of work or in advance at [hr@lasalle.edu](mailto:hr@lasalle.edu).
- If you have not received the complete set within two (2) business days of your start date, please contact the Office of Human Resources at [hr@lasalle.edu](mailto:hr@lasalle.edu) or 215-951-1013.
- If any of your background checks are returned with a reported record, please contact the Office of Human Resources ([hr@lasalle.edu](mailto:hr@lasalle.edu) or 215-951-1013) to discuss and/or schedule an appointment.
- Please keep a copy of all completed reports for your records, as the Office of Human Resources will generally not be able to provide employees with copies if they need them for something in the future.

#### **6. Reimbursement**

- Please note that reimbursements for new hires and current employees will be processed and paid for by the Office Human Resources providing the following conditions are met:
  - You were directed by the Office of Human Resources to complete the clearances.
  - You begin employment with La Salle University.
  - All background check reports are received by the Office of Human Resources.
  - A copy of your paid receipt(s) are received by the Office of Human Resources within 60days of your start date or, for current employees, within 60 days of the date listed on the completed clearance.