



OFFICE OF HUMAN
RESOURCES
AND COMPLIANCE

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

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

This memo provides directions for obtaining the required background checks for employment at Messiah University. If you currently have the above background checks and if they have been conducted within 60 months 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 60 months, **you will need to start this process immediately** as the clearances can take a number of weeks to be completed and returned. 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.pa.gov/home>

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 CERTIFICATION FORM and not just the screen shot which shows "Record" or "No Record." This clearance requires a credit card for payment.

2. 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 the instructions ahead of time.

- A) To proceed in filling out the online Child Abuse Clearance Application, you must first create an account.
- B) 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.
- C) After you have set up an account, you will be given a temporary password through email. You must log in again to create your unique, personal password. **It is important to record or note your Keystone ID and Password for future reference.**
- D) When asked for the purpose of the application, select *"School Employee Not Governed by Public School Code: Applying as a school employee not governed by Section 111 of the Public School Code."*
- E) This online form requests personal information, including *extensive address history*.
- F) 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.
- G) This clearance also requires a credit card for payment.

3. FBI FINGERPRINT CLEARANCE through IDENTOGO

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

- A) First, you must register online by providing the requested information. **Please note that on the first page, you will need to input the following service code: 1KG756 regardless of your state of residence.** You can schedule an appointment at a fingerprinting facility or select the option of “walk-in.” **We recommend that you schedule your appointment ahead of time and use your current zip code to find the location most convenient for you.**

Find your residency status below and select how/where you will obtain this clearance:

Pennsylvania Residents Local to Messiah University	Pennsylvania Residents Not Local to Messiah University	Non-Pennsylvania Residents Obtaining the Clearance in Pennsylvania	Non-Pennsylvania Residents Obtaining the Clearance Outside of Pennsylvania
Use your current zip to find the location most convenient for you. We recommend Sherman’s Messenger Service, located at 15 State Ave, Carlisle, PA.	Use your current zip code to find the location most convenient to you.	Follow the instructions for Pennsylvania Residents, if you are willing to travel to Pennsylvania to obtain the clearance.	Use your current zip code to find the location most convenient for you. Out-of-state fees may apply. If you are relocating to PA, and there is no enrollment center within a reasonable distance of your current residence, you may schedule an appointment with a PA location when you arrive in PA.

Summer Camp Workers ONLY
All clearances are due BEFORE the camp begins, so schedule your FBI Fingerprint Appointment at least two weeks before the start of the camp.

When you enter the address of Messiah University, please use the following information, in its entirety.

Messiah University
 Human Resources
 One University Ave
 Mechanicsburg, PA 17055

- B) Second, you will need to take payment via credit card and valid identification, including one government-issued photo ID, to your designated appointment.
- C) Third, you will have the option of receiving your results of this clearance electronically. **Please select this option. If you do not select this option, the results will be mailed to the home address that you entered during registration.** The waiting period for the results to be mailed to your home address is currently is 2-4 weeks, which is why we suggest the electronic/email option.

D) While this is a clearance based on your digital fingerprints, any references to “FBI” or “fingerprinting” are no longer mentioned within the wording of this clearance. The clearance will come from the Pennsylvania Department of Human Services and will begin with the following paragraph:

Your background check has been processed in accordance with the Child Protective Services Law (Title 23, Pa C.S. Chapter 63). The following is the determination made by the Pennsylvania Department of Human Services as of