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 University. If you currently have the above background checks, and if they have been conducted within the last 60 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 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.

If you are currently living in another state (other than Pennsylvania), you do not need to provide the above clearances. Instead, the Human Resources department will conduct an extensive criminal record clearance on your behalf through Intellicorp that satisfies the above requirements.

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 credit 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 online by providing the requested information. Please note that on the first page, you will need to input the following code: **1KG756**. You can schedule an appointment at a fingerprinting facility or select the option of “walk-in.” The following is a list of local facilities:

<table>
<thead>
<tr>
<th>Location 1</th>
<th>Location 2</th>
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<tbody>
<tr>
<td>IdentoGO (located inside PA Auto License Brokers) 6483 Carlisle Pike, Ste 104 Mechanicsburg, PA 17050-2346</td>
<td>IdentoGO (located inside Unique Home Care) 204 3rd Street New Cumberland, PA 17070-2108</td>
</tr>
<tr>
<td>IdentoGO (located inside Bosler Memorial Library) 158 W. High St Carlisle, PA 17013-2924</td>
<td>IdentoGO 1800 Linglestown Rd, 2nd Floor Ste 201 Harrisburg, PA 17110-3345</td>
</tr>
<tr>
<td>IdentoGO (located inside the Red Land Public Library) 70 Newberry Commons Etters, PA 17319-9358</td>
<td></td>
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</tbody>
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B) Second, you will need to take payment and valid identification, including one government-issued photo ID, to your designated appointment.
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 University 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 the instructions ahead of time.

a) In order 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) Again, you will need to include this with your other two clearances. This also requires a credit card for payment.