ACT 153 OF 2014 BACKGROUND CLEARANCES
MANAGERS AND CURRENT STUDENT WORKERS

Pennsylvania Legislation
Current Millersville University employees and student workers are required to obtain the three Pennsylvania clearances listed below BEFORE DECEMBER 31, 2015.

FBI Federal Criminal History-Fingerprinting (Act 114) – Dept. of Human Services
Child Abuse History Clearance (Act 151) and
Criminal Background Check (Act 34)

Below are instructions for completing these three clearances. The university covers the cost of these three clearances. As a student worker or manager, you can elect to pay for the Act 151 and the Act 114 clearances on your own and then have the university reimburse you for the costs of these two clearances. See the instructions at the end of this document for reimbursement details.

FBI FEDERAL CRIMINAL HISTORY-FINGERPRINTING (Act 114)
This process has two steps. First you register online and then you are fingerprinted.

Register online
1. Go to the following website: 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. Only complete what is marked with an *.
4. If you want to pay for this clearance, make your payment using a credit card or debit card. You will be reimbursed for the fingerprinting cost by the university when the clearance is completed so keep receipts.
5. If you want to bill the university directly, under Payment Type: Select Agency from the dropdown. Enter the Agency ID: PADW65045 – then tab. Millersville University information should populate down to billing password. The Millersville university billing password is P14CCC3928
6. Reason Fingerprinted: Select “Employment with Significant Likelihood of Regular Contact with Children” from the dropdown.
7. After your registration is complete, you will be assigned a Registration Identification Number (starts with letters ‘PAD’).
8. Print out this form and take it to the location where you will be fingerprinted.

Being fingerprinted
You can be fingerprinted on campus on one of the days FingerprintingNOW, a vendor, will be here to fingerprint employees or you can be fingerprinted by the nearest official Cogent Site.

Fingerprinting on campus by FingerprintsNOW
Please reserve a time by logging on to SignUpGenius http://www.signupgenius.com/go/20f0b4ea9a728a7f94-fingerprint. Don’t forget to bring your Registration form that contains your Cogent Registration Identification Number (starts with letters ‘PAD’) and a photo ID or your Millersville ID card.
Fingerprinting at the nearest official Cogent Site
Take your registration form, along with a photo ID, to the nearest Official Cogent Site location to be fingerprinted (Pennsylvania locations can be found at Cogent web site under Useful Links, Find a Fingerprint Location). The closest site to Millersville is: UPS Store #3413 in the Stone Mill Plaza on Columbia Avenue, Lancaster.

Your Act 114 results will be mailed to you at the address you provide. Do not contact 3M Cogent or the fingerprint site after your fingerprints have been submitted. Complete process of the results should take no longer than six weeks. If results are not received within six weeks by mail, only then call (717)783-6211 or 1-877-371-5422.

**Telephonic registration through Cogent Systems is available at 1-888-439-2486 Monday through Friday, 8AM to 6PM EST.

When you have received the original of this clearance and the Child Abuse clearance, mail or bring them to the Office of Human Resources.

CHILD ABUSE HISTORY CLEARANCE (ACT 151)
You can start this clearance electronically or using paper forms. Both options are outlined below.

To do this clearance, you need to provide your permanent addresses since 1975. You will also need to provide the names of individuals with whom you have lived since 1975. If you have lived with someone who is now deceased, you must still list their first and last names as well as their relationship to you. If you do not provide the names of your parents, your clearance will be delayed. Your clearance will also be processed more promptly if you provide your social security number, though this is not required.

Clearances requested online are processed more promptly. To complete the clearance online, you will need to use an electronic signature. You will also need to pay for the clearance using either a credit or debit card or a specific individual Payment Code. (If you use an individual Payment Code the university will be billed directly for this clearance; email the Office of Human Resources human.resources@millersville.edu for an individual Payment Code.)

If you do not have a credit or debit card or payment code 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. Please follow the directions for the paper clearance below.)

To complete this clearance online
1. Go to https://www.compass.state.pa.us/cwis and create a new account. To do that you need to provide basic personal information and create security questions. (IF you have already created a Keystone ID in order to view your SERS retirement account online, you can skip steps 1, 2 and 3 and simply go to step four and access your clearances.)
2. After doing this 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 on again to https://www.compass.state.pa.us/cwis and start a clearance application.


6. 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 nicknames, aliases, or maiden names.

7. Part 2 eSignature – this is certifying that the information entered on the report is accurate and complete to the best of your knowledge. Click next.

8. Enter your credit or debit card information as requested if you want to pay for this on your own. To bill the university directly, under Application Payment: select YES for Payment Code Provided; next enter your individual payment code provided by the Office of Human Resources; and then check the box that says: “By entering this code, you are agreeing that the organization that provided your code will have access to the status and outcome of your clearance application.” Then submit your application.

9. Once the application is complete, you will receive an email confirming that your application has been successfully received. Print the confirmation page for your records.

10. If you do not receive your clearance within three weeks by mail, please call 717-783-6211 or (toll free) 1-877-371-5422.

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 (CY 113).
3. Print out the form and complete Section 1 only. Instructions for completing the form can be found on page 3 of the form.
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 nicknames, aliases, or maiden names.
6. Follow the specific payment and mailing instructions on the form.
7. Prior to mailing the form and payment, make a copy of the form for your records and a copy of your check or money order if you want to be reimbursed.
8. If you do not receive your clearance within three weeks by mail, please call 717-783-6211 or (toll free) 1-877-371-5422.

When you have received this clearance and the FBI fingerprinting clearance, mail or bring them to the Office of Human Resources.
**ACT 34 (CRIMINAL RECORD CHECK)**

When you are ready to begin the Act 34 Criminal Record Check, please use the following instructions:

1. Email Human.Resources@millersville.edu
2. Subject: Act 34
3. Body: Write out – First Name, Last Name and the email address where you would like to receive the Act 34 information
4. The Act 34 link will only be available for 72 hours. The application should take approximately 15 minutes to complete. Please email Human Resources when you know that you will have the time to complete the application within the 72-hour timeframe.

When the Act 34 background check is initiated, you will receive two separate emails.
- One email will provide a link and login instructions for completing the Act 34 background check
- The other email will provide the security PIN to access the system.

Results of the background check will be provided directly to Millersville University. You will be notified when the clearance has been completed and results received.

**Reimbursement**

Reimbursement for the costs of Act 114 and Act 151 background clearances will be available for those who were not given payments codes. PROOF OF PAYMENT MUST BE PROVIDED TO BE ELIGIBLE FOR REIMBURSEMENT.

Please submit the Background Clearance Reimbursement Request form to Human Resources, with copies of your receipts. This form is also available in the Forms section of the Purchasing web site: [http://www.millersville.edu/purchasing/files/Background%20check%20reimb%20request.pdf](http://www.millersville.edu/purchasing/files/Background%20check%20reimb%20request.pdf)

Be sure to indicate whether you want the check mailed to the address you provide on the form, delivered to your department via campus mail or whether you want to pick up the check at the Accounting office. The Accounting Office will notify you via email or telephone when the reimbursement check is deposited and/or is ready to be picked up. Payment by check could take up to 30 days.

For faster reimbursement, you can authorize the university to make a direct deposit of this and any other reimbursements in the future. To do that, you need to provide the Purchasing Office with a voided check and Direct Deposit form: [http://www.millersville.edu/purchasing/files/travel_direct_deposit_form.pdf](http://www.millersville.edu/purchasing/files/travel_direct_deposit_form.pdf)

Regretfully, by law, the Direct Deposit Authorization form that you set up for your paychecks cannot be used for reimbursements.

**IF YOU HAVE QUESTIONS, CONTACT HUMAN RESOURCES:**

Email: Human.Resources@millersville.edu
Phone: (717) 871-4950