THREE BACKGROUND CLEARANCE CHECKS REQUIRED OF PEOPLE VOLUNTEERING THEIR TIME AND TALENTS TO MILLERSVILLE UNIVERSITY

Before you can volunteer at Millersville University, you need to complete three background clearance checks as required by Pennsylvania law:

- Act 34 (Criminal Record Check)
- Act 151 (Child Abuse History Clearance)
- Act 114 (FBI Federal Criminal History-Fingerprinting)

Given the length of time required for these checks it is important you follow the steps below promptly.

**Act 34 (Criminal Record Check) – Cost covered by Millersville University**

Millersville University requires this check be completed before you begin your volunteer assignment. Click on this internal link [http://jobs.millersville.edu/postings/1627](http://jobs.millersville.edu/postings/1627) and apply to be a volunteer at the University. After you complete this application, you will receive two separate emails from the university. (This will be during normal business hours.) One email will provide a link and login instructions for completing the background check; the other email will provide the security pin to access the link provided in the first email. The link will expire in 72 hours. Results of the background check will be provided directly to Millersville University. The university will notify you when this check is completed and the results are reviewed.

**ACT 114 (FBI FEDERAL CRIMINAL HISTORY-FINGERPRINTING)**

This process has two steps. First you register online and then you are fingerprinted.

To register online
1. To start the fingerprinting clearance, use the following website: [https://www.pa.cogentid.com](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. Make your payment using a credit card or debit card. If you do not have a credit or debit card, you can take a money order or cashier’s check, payable to 3M Cogent, to the fingerprinting site. No cash transactions or personal checks are allowed.
5. Select “Employment with Significant Likelihood of Regular Contact with Children” as the Reason Fingerprinted.
6. You will be assigned a Registration Identification Number (starts with letters ‘PAD’)  
7. Print out the ID form and take it, along with a photo ID, to the nearest Official Cogent Site location to be fingerprinted (locations can be found on the 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 and the UPS Store #1005 in the Centerville Square Shopping Center on Centerville Road, Lancaster. If you are not in the area, use this site [http://www.fingerprinting.com/Cogent](http://www.fingerprinting.com/Cogent) to find the nearest fingerprinting location.
8. 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, only then call (717)783-6211 or 1-877-371-5422.
9. **Actual results will be mailed to you.** When you receive the original results you need to mail or take them to the Office of Human Resources so the university has a record of compliance.

**Telephonic registration through Cogent Systems is available at 1-888-439-2486 Monday through Friday, 8AM to 6PM EST.**
**ACT 151 (CHILD ABUSE HISTORY CLEARANCE)**

To do this clearance you will need to provide your permanent addresses since 1975. You will also need to provide the names of individuals you have lived with 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. Also your clearance will be processed more promptly if you provide your social security number, though this is not required.

Before beginning this clearance, please email the Office of Human Resources – human.resources@millersville.edu – for your individual payment code.

**To complete this clearance**

1. To start the child abuse clearance, go to [https://www.compass.state.pa.us/cwis](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.
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](https://www.compass.state.pa.us/cwis). You will be prompted to create a permanent password.
4. You will then log on again to [https://www.compass.state.pa.us/cwis](https://www.compass.state.pa.us/cwis) and start a clearance application.
5. When asked about the purpose of the clearance, select Volunteer Having Contact with Children.
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. 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 in complete, you will receive an email confirming that your application has been successfully received. Print the confirmation page for your records. In a few days, you will receive another email indicating that your account has been updated with the results of your clearance.
10. To retrieve your Act 151 Child Abuse History Clearance, please log into the Child Welfare Portal, [https://www.compass.state.pa.us/cwis/public/home](https://www.compass.state.pa.us/cwis/public/home) click on Access My Clearances and you should see a long green box. In that box will be a link to download the results of your clearance. You may download your results and either print the document and bring it to the Human Resources Office or you may forward the pdf to us in an email (Human.Resources@millersville.edu).
11. If you do not receive your clearance within three weeks by mail, please call 717-783-6211 or (toll free) 1-877-371-5422. You will have 90 calendar days to bring or mail the originals of the completed results of the Act 151 check to the Office of Human Resources.

**IF YOU HAVE QUESTIONS,**

**CONTACT HUMAN RESOURCES:**

Email: Human.Resources@millersville.edu

Phone: (717) 871-4950