Volunteering Your Time and Talents to Millersville University

Pennsylvania Legislation
Millersville University employees and Visiting Research Scholars are required to obtain three Pennsylvania clearances listed below:

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

When you have received the original results documents for the Act 114 FBI Fingerprint Clearance and the Act 151 Child Abuse History Clearance, mail or bring them to the Office of Human Resources, Dilworth Building Room 105.

Below are instructions for completing these clearances. The university cover will cover the cost of the Act 34 Criminal Record Clearance ONLY.

**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 Request
3. Body: Write out – First Name, Last Name, and the email address where you would like to receive the Act 34 information. Also include and the name of the Department and the name of the person for whom you will be working.
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.

**IF YOU HAVE QUESTIONS, CONTACT HUMAN RESOURCES:**
Email: Human.Resources@millersville.edu
Phone: (717) 871-4950

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ACT 114 FBI FEDERAL CRIMINAL HISTORY-FINGERPRINTING
This process has two steps. First you register online and then you are finger printed.
Cost is $23

Register Online
1. Go to the following website: [https://www.pa.cogentid.com](https://www.pa.cogentid.com)
2. Click on the icon in the TOP ROW for the DEPARTMENT OF HUMAN SERVICES – Nursing Students, etc. NOT the icon for Office of Medical Assistance!!
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. Reason Fingerprinted: Select “Employment with Significant Likelihood of Regular Contact with Children” from the dropdown.
6. After your registration is complete, you will be assigned a Registration Identification Number (starts with letters ‘PAD’).
7. Print out this form and take it to the location where you will be fingerprinted.

Get 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 FingerprintingNOW**
  Please reserve a time by logging on to SignUpGenius: [http://www.signupgenius.com/go/20f0b4ea9a728a7f94-fingerprint](http://www.signupgenius.com/go/20f0b4ea9a728a7f94-fingerprint). Don’t forget to bring your Registration ID 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 ID Form, along with a photo ID, to the nearest Official Cogent Site location to be fingerprinted (Pennsylvania locations can be found at the Cogent website under Useful Links, Find a Fingerprint Location). There are 2 close sites to Millersville: (1) UPS Store #3413 in the Stone Mill Plaza on Columbia Avenue, Lancaster; and (2) UPS Store #1005 in the Centerville Square Shopping Center on Centerville Road, 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. If results are not received within six weeks by mail, only then call 717-783-6211 or 877-371-5422.
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.

This clearance should be free for volunteers.

To complete this clearance
1. Go to [https://www.compass.state.pa.us/cwis](https://www.compass.state.pa.us/cwis) and click on CREATE INDIVIDUAL ACCOUNT. You will need to provide basic personal information and create security questions. (If you have already created a Keystone ID in order to view a SERS retirement account online, you can skip steps 1, 2 and 3.)
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. Log on again to [https://www.compass.state.pa.us/cwis](https://www.compass.state.pa.us/cwis) and start a clearance application.
5. Part 1 – Application purpose: Select Volunteer Having Contact with Children.
6. You will need to provide addresses where you have previously lived (Country and State are required), names of all individuals with whom you have lived and any previous names you have used or been known by such as 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. 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. **In a few days, you will receive another email indicating that your account has been updated with the results of your clearance.**
9. 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).
10. If you do not receive your clearance within three weeks, please call 717-783-6211 or 1-877-371-5422.