

# **NEW FACULTY & STAFF** **BACKGROUND CLEARANCE** **INSTRUCTIONS**

There are three mandated clearances that are required to work/volunteer for Millersville University.

## **Criminal Background Check** **Child Abuse History Clearance** **FBI Federal Criminal History-Fingerprinting**

On the pages below are instructions for completing these three clearances. The Criminal Background check must be completed before a contract/appointment letter is offered.

After clearing, and on - or before - your first date of employment, you need to bring or mail the following documents to the Office of Human Resources:

1. The original results document of your Child Abuse clearance or proof, such as an email, showing that you have started the clearance process
2. The original results document of your FBI Fingerprint clearance or a receipt showing the date and location where you have been fingerprinted

When these items have been received by the Office of Human Resources, you will be hired on a provisional basis and will have 90 calendar days to bring or mail the originals of the completed results of the Child Abuse and FBI-Fingerprinting checks to the Office of Human Resources.

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

If you have any clearance related questions, please email [Jeremy.houck@millersville.edu](mailto:Jeremy.houck@millersville.edu) or call Human Resources @ 717-871-4241.

# **CRIMINAL RECORD CLEARANCE**

Step 1: Send an email to [human.resources@millersville.edu](mailto:human.resources@millersville.edu) with the following information:

*First Name:*

*Last Name:*

*Email Address:*

*Department that you are working in:*

Step 2: After the request has been seen by a Human Resources representative, you will receive a background screening request. Please Click “Begin Process”.

Step 3: Fill out the clearance. Please be aware that only the red \* sections are required for you to fill out. After you have filled out the clearance and submitted for approval, exit the window. The results will begin to process and you can expect an email indicating the results within 24-48 hours.

\*Please note that if you do not complete the clearance within 72 hours, the link will expire.\*

# FBI FINGERPRINTING CLEARANCE

Step 1: Send an email to [human.resources@millersville.edu](mailto:human.resources@millersville.edu) requesting for an individualized payment code.

Step 2: Go to <https://uenroll.identogo.com/>

Step 3: Type in the service code: **1KG756**

Step 4: Select “Schedule or Manage Appointment”

Step 5: Fill out the clearance.

1. *Essential Info*: Fill out your Legal Name and Date of Birth. Under “Method of Contact” fill in your email. You must confirm your email. It is not necessary to list your phone number but you are welcome to if you would like. Make sure to select your preferred method of contact as “Email”.
2. *Employer*: Please fill in the following information.  
**Employer Name: Millersville University**  
**Country: United States**  
**Address: 20 Dilworth Road**  
**City: Millersville**  
**State: PA**  
**Postal Code: 17551**
3. *Citizenship*: Fill out your Country of Birth, State/Province of Birth, and Country of Citizenship.
4. *Personal Questions*: Answer the questions asked. For the final question “Do you have an authorization Code (Coupon Code) that you will be using as a method of payment” select YES.
5. *Personal Information*: Fill out the information requested. (Height, Weight, Hair Color, Eye Color, Preferred Language, Gender, Race, Ethnicity)
6. *Address*: Fill out the information requested. (Country, Address, City, Postal Code) **This is the address that the results will be sent to.**
7. *Documents*: In the dropdown menu, please select documentation that you can bring to your fingerprint appointment. Please answer the supplemental question that may be asked based on your selection.
8. *Location*: Please type in the following location code in order to be fingerprinted at Millersville University : SP-DILMILLU – Click “Search” (Do not copy & paste)  
Once you have typed in the location, click “Next” across from “Identogo, Dilworth Bldg Rm 105”
9. *Payment*: Enter the payment code that you were given. Make sure the coupon is valid. Once the total amount due shows \$0.00, click next.
10. *Date and Time*: Select an appointment time. Click SUBMIT.
11. Select “Done” at the bottom of the final page. A receipt with the information that have filled out will be emailed to you.

# CHILD ABUSE CLEARANCE

Step 1: Send an email to [human.resources@millersville.edu](mailto:human.resources@millersville.edu) requesting for an individualized payment code.

Step 2: Go to the following link: <https://www.compass.state.pa.us/cwis>

Step 3: Click “Create Individual Account”. Create a Keystone ID. Fill out additional basic personal information. Once you have filled out all requested information, Click Finish.

Step 4: You will receive two emails shortly after completing Step 3. Use the Keystone ID and temporary password to log back into the portal. “Individual Login”.

Step 5: Once logged in, you will be directed to answer your security questions. After successfully answering your security questions, you will be prompted to create a new password. After you create a new password, it will automatically log you out again.

Step 6: Login using your newly create Keystone ID and Password. Fill out the clearance.

1. Read and agree to the My Child Welfare Account Terms & Conditions. Click “Next”.
2. Scroll down to the bottom and Click “Continue”.
3. Click “Create Clearance Application”
4. Scroll down to the bottom and Click “Begin”.
5. Select “School Employee Not Governed by Public School Code: Applying as a school employee not governed by Section 111 of the Public School Code.” Click “Next”.
6. Fill out Applicant Information. You only need to fill out the parts that say “required”. Once you have filled out the required parts, Click “Next”.
7. Fill out Current Address. At the bottom, please select to have a paper version of the certificate to be sent to you home. Finalize by Clicking “Next”.
8. Previous addresses. **\*\*Please only fill out what state(s) you have lived in. You do not need to list all of your previous addresses.** Finalize by Clicking “Next”
9. Household Members: You must list all household members that you have lived with starting with your parent(s). Finalize by Clicking “Next.”
10. Scroll through the application summary. At the bottom, Click “Next”
11. E-signature: Please certify the application and Sign. Finalize by Clicking “Next”
12. Application Payment: Please enter the payment code. Finish by Clicking “Submit”