

Susquehanna University Background Screening Process

Susquehanna University strives to safeguard the well-being of students attending or visiting our campus. As a result, we require all employees, volunteers, and contractors to obtain the three background screenings listed below. **All screenings are required to be presented to Human Resources on or prior to the first day of hire** and all expenses will be reimbursed by Susquehanna University. No one will be permitted to start employment, volunteer or contract without presenting prior clearances.

1.) **Pennsylvania State Police Criminal Record Check**

No out of pocket cost

Please complete the enclosed **PSP Criminal Record Check Authorization Form** and return it with your completed New Hire Paperwork.

Susquehanna University Human Resources will receive a copy of the results for your PA State Police Criminal Record Check Clearance directly. There is nothing for you to provide to us other than the Authorization Form.

2.) **PA Child Abuse Clearance from the Department of Human Services**

No out of pocket cost

- Go to the Child Welfare Portal: <https://www.compass.state.pa.us/cwis/public/home>
- Click on “Create Individual Account” and then select the blue “Next” button at the bottom of the page.
- The first field asks for your Keystone ID. This is a username that you create that is unique to you. It must be between 6-10 characters. Complete all of the required information. Hit “Finish” at the bottom.
- The system will automatically email you a temporary password.
- After you receive your temporary password via email, you will need to go back into the system (<https://www.compass.state.pa.us/cwis/public/home>) to “INDIVIDUAL LOGIN” using the newly assigned password.
- The system will then offer you an opportunity to create a new password.
- At this time, you will log back in to the system with your personally-created password. Then click on “Create Clearance Application.”
- Complete all of the required information. * *A point of confusion has been when the employee is asked to select "the reason you are submitting this Pennsylvania Child Abuse History Clearance application". Please select: "School Employee Not Governed by Public School Code: Applying as a school employee not governed by Section 111 of the provisions of the act of March 10, 1949 (P.L.30, No. 14), known as the Public School Code of 1949."*

- When prompted for payment, you will need to enter your pre-paid number.
Your number will be emailed to you separately.
 - The prepayment code is unique to you, and is good for only 30 days so you must complete this online form as soon as possible.
- When asked for a signature at the end, please include your given name (not your Keystone ID). Enter your name in lower case letters, DO NOT use capitals.
- If you have completed your information correctly, you will receive a notice that the application has been successfully received.
- Susquehanna University Human Resources will receive a copy of the results for your PA Child Abuse Clearance. It will not be necessary to submit these results separately to us. You will, however, receive an email when your certificate is ready to be viewed, at which time you can log back in and view/print it for your records.

3.) **Federal Bureau of Investigation (FBI) Criminal Background Check**
Out of Pocket Cost \$22.60

The Pennsylvania Department of Human Services is utilizing Idemia Identogo to process fingerprint-based FBI criminal background checks. The fingerprint-based background check is a multiple step process.

- Go to the PA Identogo site: <https://www.identogo.com/locations/pennsylvania>
- In the middle of the page, select the “Digital Fingerprinting” box
- Enter the 6-digit service code “1KG756”
- Select “Schedule or Manage an Appointment”
- Enter your legal name, date of birth and method of contact
- Choose country of birth, state of birth and country of citizenship
- When asked if you have a coupon code, please select “No”. You are required to present payment at the fingerprint location for this clearance and when the original is returned to the Human Resources office, you will be reimbursed through payroll. **The cost will be \$22.60** and will be collected when you arrive for fingerprinting. Major credit cards, money orders or cashier’s checks are accepted. No cash transactions or personal checks allowed.
- Continue through the process answering the required information. The mailing address will be the location where you will receive your official clearance that needs presented to Human Resources.
- Select the form of identification that you will be required to take with you to your fingerprinting appointment.
- Enter your PA zip code to search for the closest fingerprinting location. Select the nearest location by selecting the arrow and selecting “Next”. You may elect to schedule an appointment which will eliminate waiting time or choose to walk-in during the location

business hours. Be sure to receive confirmation from the fingerprinting location of your fingerprint completion for future reference by Human Resources.

- For question about your FBI Clearance, please contact the FBI/Adam Walsh Unit at 717-783-6211 or 1-877-371-5422.

If you have any questions pertaining to Susquehanna University's background screening process, please contact Human Resources at 570-372-4024 or humanresources@susqu.edu.