

BACKGROUND CLEARANCE INSTRUCTIONS –Volunteers

As a volunteer, you are required to complete background clearances to comply with Pennsylvania's Child Protective Services Law and the Board of Governor's Policy 2014-01-A. You must complete the following clearances every five (5) years:

- 1. Pennsylvania Child Abuse History Clearance**
- 2. Pennsylvania State Police Criminal Record Check**
- 3. FBI Federal Criminal History Record**

If you already have these documents, please submit them to HR at hrclearances@commonwealthu.edu

If you do not have these documents, please follow the steps below to complete your background clearances:

Step 1: Complete the Acknowledgement and Consent Form

Fill out the [Acknowledgement and Consent Form](#)

Step 2: Pennsylvania Child Abuse History Clearance.

1. Visit the [Child Welfare Portal](#) to complete your Pennsylvania Child Abuse Clearance electronically.
 - Select **"CREATE A NEW ACCOUNT"** to set up your Keystone ID (username) and keep this for future access.
 - Choose **"Volunteer having contact with children"** as the application purpose and enter **Commonwealth University** as the agency.
 - There is **no charge** for volunteers.
2. Additional instructions for registering and completing the online form are available in the **user guide**: [CWIS Citizens Account Instructions](#).

Note: Completion of Step 2 will take approximately thirty (30) minutes. You will receive an original report for your records, via email. Please forward a copy of the registration confirmation, and the report to hrclearances@commonwealthu.edu.

Step 3: FBI Federal Criminal History Record (if applicable)

Exemption: If you have lived in Pennsylvania for at least 10 consecutive years, you are exempt from this step. Complete the Volunteer Exemption Form [Here](#).

If you **do not qualify for exemption**, follow these steps:

1. Apply for the FBI Federal Criminal History Record at on the [IdentoGO Website](#) Enter the Employee Service Code **1KG756**.
 - Select “Schedule or Manage Appointment”.
 - Enter your “Essential Info” (Legal Name/Date of Birth/Method of Contact) and select “Next”. Legal Name must match exactly on all identification documents brought to enrollment.
 - Enter “Additional Info” (Agency Identifiers), create a Security Question and Answer for your Background Check Results.
 - Enter your “Citizenship” information and select “Next”.
 - Answer the “Personal Questions”, Select “Yes” to **alias** if you have a maiden name, answer **mailing address** question.
 - Select “NO” for Authorization Code/Coupon Code, and select “Next”.
 - **IF**, you have an **Alias**, you will be prompted to enter alias information. Enter “Personal Information”, and select “Next”.
 - Enter the Mailing Address as **400 East 2nd St, Care of Human Resources, Bloomsburg, PA 17815** and select “Next”.
 - **Please note: Results are mailed to HR at this address****
 - Select the identification “**documents**” you will bring to the fingerprint location from the drop-down list. Verify name match and select “Next”.
- a. Instead of entering your zip code, enter one of the following campus locations where your job resides:
 - Enter “Location” type **SP-BLOOMU**, if located at the Bloomsburg Campus
 - Enter “Location” type **SP-LOCKH**, if located at the Lock Haven Campus
 - Enter “Location” type **SP-MANSU**, if located at the Mansfield Campus

****Please note – you will have to pay for fingerprints done at locations other than the Bloomsburg, Lock Haven or Mansfield campuses, and then submit receipts for reimbursement to the Human Resources Dept.**

FOR LOCK HAVEN VOLUNTEERS ONLY:

After you enter your location as **SP-LOCKH**, Lock Haven will display as below, select “Next” even though it states 0 appointments available.

The screenshot shows a dropdown menu for 'Lock Haven,' with '0 appointments available' next to it. Below the dropdown, there is a search bar with 'IdentoGO' and 'Lock Haven, 17745-2342' entered. To the right of the search bar, it says 'The enrollment center is located inside Lock Haven University.' At the bottom right of the search bar area, there is a blue button labeled 'Next >'.

- b. For “Appointment Date and Time”, you must choose

The screenshot shows a blue button with a green checkmark icon and the text 'Walk In'.

- c. You will see the below message:

The screenshot shows a message box with a red border. At the top, it says 'There are no appointments available for this location.' Below this, there is a section titled 'Location Details:' which contains the same information as the previous screenshot: 'IdentoGO', '401 N Fairview St', 'Lock Haven, PA 17745-2342', and 'The enrollment center is located inside Lock Haven University.'

Please call LH Public Safety, 570-484-2278 to verify a time. Once

you have a time, go to LH Public Safety, Glennon Infirmary, 32 Glenn Road, Lock Haven PA.

Open the yellow call box, hit the red button (even though it states emergency) and let them know you are there for fingerprinting and someone will buzz you in to complete your fingerprinting. Please **take your identification documents with you to your scheduled**

appointment. Please email a copy of your registration to HRClearances@commonwealthu.edu.

- d. Your FBI fingerprint results should automatically be sent to the Human Resources Department at 400 East Second Street in Bloomsburg. However, if you do happen to receive the original FBI fingerprint report from the Dept. of Human Services results at your home address, please return the original document to Human Resources, Room 320, Arts and Administration Building, Bloomsburg, PA 17815.

Submit Your Documents

Email the following to hrclearances@commonwealthu.edu or mail to the address below:

1. PA State Police Criminal Record Check Results
2. Pennsylvania Child Abuse History Report
3. Completed Volunteer Exemption Form **OR** FBI Federal Criminal History Record (if using your home address)

Mailing Address:

400 East Second Street
Care of Human Resources
Bloomsburg, PA 17815