BACKGROUND CLEARANCE INSTRUCTIONS – Student Lock Haven

The Child Protective Services Law, and the Board of Governor’s Policy 2014-01-A require that all identified employees have valid, up-to-date background clearances. Specifically, all identified employees are required to successfully complete the Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal Record Check, and FBI Federal Criminal History Record every five (5) years through the University process. Please complete the actions listed below in order to comply.

1. Complete and send the LOCK HAVEN UNIVERSITY OF PENNSYLVANIA EMPLOYEE ACKNOWLEDGEMENT AND CONSENT FOR CRIMINAL BACKGROUND CHECK

2. Go to https://cahc.commonwealthu.edu to obtain your one time use payment code for completing the Pennsylvania Child Abuse History Clearance. Be sure to select “EMPLOYMENT”. Copy the payment code.

3. Go to https://www.compass.state.pa.us/cwis/public/home to complete your Pennsylvania Child Abuse Clearance electronically utilizing the payment code obtained in the previous step.
   a. Select “CREATE INDIVIDUAL ACCOUNT” to create a Keystone ID, which is a username. Please retain this information for future access. If you have previously created a Keystone ID, select “INDIVIDUAL LOGIN” with your Keystone ID and password.
   b. For “Application Purpose” select School Employee Not Governed by Public School Code.
   c. Complete all the requested information.
   d. Use the payment code from Step 2 above to pay for clearance. DO NOT PAY FOR THIS YOURSELF AS WE CANNOT ACCEPT CLEARANCES DONE OUTSIDE OF OUR PROCESS. If your payment code does not work, contact the Compliance Office (570-389-2725) and we’ll supply a new code.

4. Apply for the FBI Federal Criminal History Record at: https://uenroll.identogo.com/. This link will direct you to the Identogo website to register for an appointment to be fingerprinted.
   a. Enter the Employee Service Code 1KG756.
   b. Select “Schedule or Manage Appointment”.
   c. Enter your “Essential Info” (Legal Name/Method of Contact) and select “Next”. Legal Name must match exactly on all identification documents brought to enrollment.
   d. Enter “Employer Information”, Commonwealth University-LH, 401 North Fairview Street, Lock Haven, PA 17745 and select “Next”.
   e. Enter “Additional Info” (Agency Identifiers), create a Security Question and Answer for your Background Check Results.
   f. Enter your “Citizenship” information and select “Next”.
   g. 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 (Lock Haven Public Safety will have a code to enter for your clearance when you go to have your fingers rolled and you will not be charged the $25.25), and select “Next”.
   h. IF, you have an Alias, you will be prompted to enter alias information. Enter “Personal Information”, and select “Next”.
   i. Enter your “Mailing Address”, and select “Next”. **Please note: Results are mailed to this address**
   j. Select the identification “documents” you will bring to the fingerprint location from the drop-down list. Verify name match and select “Next”.
   k. Enter “Location” type SP-LOCKH instead of your zip code and Lock Haven will display as below, select “Next” even though it states 0 appointments available. IF you choose to go to an alternate location or search by zip code, you will be charged and that fee WILL NOT be reimbursed.
   l. For “Appointment Date and Time”, you must choose

m. You will see the below message:

   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.

n. You will receive your original FBI Clearance results (on blue marbled paper with 1 of 2 boxes checked) in 10-14 days at your mailing address that you provided at registration, you must present the ORIGINAL document to Ashlyn Boob, East Campus, J211.