

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.lockhaven.edu> to obtain your one time use payment code for completing the Pennsylvania Child Abuse History Clearance. **Be sure to select “EMPLOYMENT”**. Copy/print the code and proceed to the next step.
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.**

You will receive notification when you’ve successfully submitted the application, and again when the application has cleared. You can log back into the account and print out copies for your records. The Compliance Office will automatically receive a copy.

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” (Name/Method of Contact) and select “Next”.
 - d. Enter your “Citizenship” information and select “Next”.
 - e. Answer the “Personal Questions”. Select “Yes” to alias if you have a maiden name.
 - f. Select “NO” for Authorization Code/Coupon Code. Select “Next”.
 - g. Enter your “Personal Info” and select “Next”.
 - h. Enter your Mailing Address and select “Next”. ****Please note: Results are mailed to this address****
 - i. Select the identification “documents” you will bring to the fingerprint location from the drop-down list. Verify name match and select “Next”.
 - j. Enter **SP-LOCKH** instead of your zip code and our location will display. If you want to be printed in an alternate location, enter your zip code and search for locations closest to you. Select “Next”.
 - k. Choose ‘Walk In’ and then select “Submit”
 - l. Please take your identification documents to your scheduled appointment.
 - m. When you receive your FBI fingerprint results in the mail, return the original document to Holly Meinke, East Campus J207, 301 W. Church Street, Lock Haven, PA 17745.
 - n. Please make a copy for yourself. The results will arrive on blue paper, from the Office of Human Services, Harrisburg, PA, in approximately 10-14 days.