

Dickinson College Act 153 Background Check Instructions

Under PA Act 153, Dickinson College requires the completion of the following three background screenings for all “current” and “new” employees.

1. The Pennsylvania Access to Criminal History check through the Pennsylvania State Police (PATCH)
2. The Child Abuse History Clearance from the PA Department of Human Services
3. The Fingerprint-based Federal Criminal History through the FBI (Cogent)

How to initiate and complete the process for the three background screenings:

(PLEASE use Microsoft Internet Explorer 9.0 or higher or Firefox 3.5 or higher.)

You will receive two emails with specific information and instructions to complete the three screenings:

1. DICKINSON COLLEGE Background Questionnaire Notification

- This is for The Pennsylvania Access to Criminal History check through the Pennsylvania State Police (PATCH).
- It is VERY important that you begin the process within 7 days of receipt of the email.
- Because this is a generic email provided by an external partner, it may refer to you as an “applicant” rather than an “employee,” which you can disregard and continue with the process.
- At the bottom of this email will be your name and a link to the Background Questionnaire.
- You must first choose whether to sign the form electronically or print, sign and mail. We encourage the electronic approach.
- Information you will need to provide includes your SSN, driver’s license number, aliases/maiden names and all prior addresses.
- Reason for fingerprints: **Employment**

2. Act 153 FBI/CHILD ABUSE/REGISTRATION/INSTRUCTIONS

- This is for the Child Abuse History Clearance from the PA Department of Human Services and the Fingerprint-based Federal Criminal History through the FBI. This email should arrive within 7-10 days of the first email (outlined above)
- The prepaid codes for these two clearances are time sensitive and will expire, so please complete in a timely manner.
- FBI :
 - Review the information included in the attachments, including locations to complete your fingerprint clearance.
 - Remember to take a copy of your registration, which includes payment code, and appropriate identification (outlined in PDF attachment) to the site to complete your fingerprint clearance.
- CHILD ABUSE
 - The email provides instructions for completing your PA Child Abuse History Clearance.

- Go to the site linked in the email and create a new account with a unique user name.
- You will then receive an auto-generated email with a temporary password which will allow you to log in and create a new password. Please keep track of your user name and password for future use.
- Once logged in with your personal account information, select “Access My Clearances” to begin and proceed through the steps.
- For “Purpose of Clearance” select: **Regular contact with children**
- You will be asked to provide the following:
 - Aliases and/or maiden names since 1975
 - Previous addresses since 1975
 - Household members: List everyone who lived with you at any time since 1975 to present: Names (Last, First, Middle), Relationship, Present Age, Sex
- The last step is to copy and paste your payment code from the original email (in red).

Important: Human Resources will be able to electronically access the PA State Police Criminal Report and the PA Department of Human Services Child Abuse clearance. A print copy of the FBI clearance must be submitted to HR to ensure it is appropriately reviewed.

PLEASE NOTE: In addition to the Act 153 clearances all **new** employees **MUST** also complete and sign the **Certificate of Compliance with Background Check Requirements** and return it to Human Resource Services *on or before their first day of work.*