

REQUIRED CLEARANCES

All employees are required to submit for ACT 33/34 (CY113) and NSOR (National Sex Offender Registry) clearances and provide proof before starting employment and/or prior to completing orientation. **All required clearances must meet our regulatory requirements and it imperative that the new hire follows the links below to ascertain correct clearances. All new hires will be responsible for the payment of their initial required clearances. Failure to adhere to the request below will result in new clearances having to be rerun at the new hires expense.**

Clearances will be accepted if they meet Heritage Community Initiatives regulatory guidelines and if they are dated within 1 year of the new hires start date. If they do not, the new hire must apply for new clearances. Clearances obtained as a volunteer will not be accepted. Clearances can be obtained by following the links below.

Out of state clearances (Child Abuse and State Criminal Record Check) will be required for individuals who have resided outside of the state of Pennsylvania within the past 5 years. Out of state clearances will need to be ascertained from each state the individual has resided in within the past 5 years (see out of state attachments for specifics).

➤ **PA State:**

- Criminal Record Checks can be done online to obtain instant results. Go to: <https://epatch.state.pa.us/Home.jsp>
Click on "Submit a New Record Check" and follow the instructions.
- Individual request.
- Select Employment as Reason For Request.
- **Print the certificate when you are finished.**
- If you do not have internet access, bring a credit/debit card on your first day to apply at work.

➤ **National Sex Offender:**

- <http://keepkidssafe.pa.gov/natsexoffreg/index.htm>
- Click on "NSOR Verification Application".
- Print and complete all fields contained within the document. Make sure to check the box that indicates "Individual working for a Regulated Child Care Provider." Once document/application is completed in its entirety, scan and email the application to: RA-PWNSOR@pa.gov In the subject line list **NSOR Verification Applicant Last Name (i.e., Smith).**
- **Print a copy of the email as well as the completed application, which will suffice as proof that you have applied.**

➤ **PA Child Abuse:**

- PA Child Abuse clearances can be completed online at: <http://www.compass.state.pa.us/CWIS/public/home>
- Application Purpose: Employee of Child Care Services.
- **Print receipt to provide proof that you have applied.**

➤ **FBI:**

- Those without internet access can call 1-844-321-2101 to pre-register for fingerprinting.
- You are required to pre-register before you go to your fingerprinting site. Once pre-registered you may walk in during a location's posted hours of operation or you can schedule an appointment in advance.
- Pre-register online at: <http://www.identogo.com>
- Enter your zip code into the box labeled **Find the nearest Identogo Center**.
- Select the location most convenient to you. You will have a chance to change this later in the process.
- Click **Schedule and Appointment** located in the blue box on the right-hand side of the page. An appointment is not required, but it is recommended.
- Click on the **Digital Fingerprinting** on the lower left side of the page.
- Enter the following service code: **1KG738**

After selecting the Service Code:

1. Select **Schedule** or **Manage Appointment** on the new screen.
2. Complete the fields for your name and contact information. Then click on **Next** until all registration pages are complete.
3. Select the **Location** and **Time** if scheduling an appointment. Appointments are not required, but are recommended.
4. Select which documents you plan to use on the day of your appointment. Make sure you have them when you go for your fingerprinting.
5. Payment is due at the time of fingerprinting. When pre-registering, indicate what form of payment you will be using at the fingerprinting site.
6. Money order, certified check, cash or credit card are accepted. Certified checks and money orders can be made payable to *MorphoTrust*.
7. **IMPORTANT!** When you go to be fingerprinted, you will receive a receipt with your name, amount paid, and authorization number printed on the receipt. The receipt includes the date and time you were fingerprinted. The authorization number that prints on the receipt is the number that you can use to check their status on the Identogo site. This receipt can also be used as verification that you have applied for your FBI clearance.

- **This should be done several weeks in advance to ensure that you have received the result before your first day of employment.**