

MANDATORY CLEARANCES:

The Commonwealth of Pennsylvania has passed legislation designed to better protect the children of Pennsylvania. The legislation **requires** certain background clearances for employees who may have direct interaction with children under the age of 18. Applicants offered a position for employment should check with the hiring manager who made the offer to determine if they are required to obtain the clearances as outlined in the chart below:

Background Check Component	Responsible Party	Comments
FBI National Screen w/Fingerprinting	Candidate	Must follow PA Dept. of Human Services process via https://www.identogo.com (Please use service code 1KG756) Candidate responsible for fee. If candidate has valid clearances they may be transferable-candidate to confirm with Human Resources.
PA Child Abuse	Candidate	Must follow PA Dept. of Human Services process via https://www.compass.state.pa.us/cwis/public/home Employee is responsible for nominal fee. If candidate has valid clearances they may be transferable-candidate to confirm with Human Resources.
PA State Police	Candidate	Submit request through PA State Police. Candidate responsible for nominal fee https://epatch.state.pa.us **MUST CLICK ON "SUBMIT A NEW RECORD CHECK. DO NOT USE VOLUNTEER OPTION**
Other Core Background Screen Elements	Office of Human Resources	Candidate will receive consent form via Hire Right.