





In order to comply with the Child Protective Service Law, Mount Nittany Health **requires** that you secure the following clearances prior to your student experience:





- **Pennsylvania Child Abuse History Clearance**

Register online at: <https://www.compass.state.pa.us/cwis/public/home>. This website requires Internet Explorer 9.0 or higher to run. You will need your previous addresses and the names of everyone who lived with you at any time since 1975 to the present.

1. Select **Create A New Account**, click next
2. Create Keystone ID which later is used as your username
3. Fill in needed info, click finish
4. Go to your email to retrieve temporary password
5. Go back to the site, click login
6. Click access my clearances, click continue
7. Login with Keystone ID/username & temporary password
8. Create password (**you'll want to retain your ID & password for future use**), click submit
9. Login again with new password
10. Click agree to terms, click next, click continue
11. Select **Create An Application**, click begin
12. Click **Individual 14 years of age or older...**
13. Verify your information & add needed information, click next
14. Fill needed information, click next
15. As completely as you can add all previous addresses since 1975, click next
16. As completely as you can add household members since 1975, click next
17. Verify summary information
18. Type in full name for E-Signature, click next
19. Complete payment information. Mount Nittany will not provide a pay code.

 **PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE**




CERTIFICATE ID:   
VERIFICATION DATE:   
SOCIAL SECURITY #:   
DATE OF BIRTH: 

The above named person has applied for a Pennsylvania Child Abuse History Clearance pursuant to Chapter 63 of 23 Pa. Consolidated Statutes Annotated relating to the Child Protective Services Law. NO RECORD EXISTS in the Pennsylvania Department of Human Services' statewide Central Registry listing the applicant as a perpetrator of an Indicated or Founded report of child abuse or an Indicated or Founded report for school employees.

Applicants are required to show the Administrator the results of their Child Abuse History Clearance. Administrators are required to keep a copy of this Child Abuse History Clearance on file. Any person altering the contents of this document may be subject to civil, criminal or administrative action.

ISSUED BY Commonwealth of Pennsylvania  
Department of Human Services  
CHILDLINE AND ABUSE REGISTRY  
ChildLine Verification Unit  
P.O. Box 8170  
Harrisburg, PA 17105-8170  
1-877-371-5422

ANY ALTERATION OR ERASURE VOIDS THIS DOCUMENT

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- **Pennsylvania State Police Clearance** (<https://epatch.state.pa.us>)

Print Save Back

**Pennsylvania State Police**  
1800 Elmerton Avenue  
Harrisburg, Pennsylvania 17110

**Response for Criminal Record Check**

**THE CERTIFICATE IS ONLY VALID FOR VOLUNTEER PURPOSES. THE PENNSYLVANIA STATE POLICE DOES NOT AUTHORIZE THIS FORM FOR ANY OTHER USE**

██████████ TELEPHONE ██████████

**TO WHOM IT MAY CONCERN:**

**THE PENNSYLVANIA STATE POLICE DOES HEREBY CERTIFY THAT:**

Name: ██████████  
Date of Birth: ██████████  
Social Security #: ██████████  
Sex: ██████████  
Race: ██████████  
Date of Request: ██████████  
Purpose of Request: Volunteer

Maiden Name and/or Alias (1) (2)  
(3) (4)

**\*\*\* HAS NO CRIMINAL RECORD IN PENNSYLVANIA BASED ON A CHECK BASED ON THE ABOVE IDENTIFIERS - REFER TO CONTROL ██████████**

THE RESPONSE IS BASED ON A COMPARISON OF DATA PROVIDED BY THE REQUESTOR AGAINST INFORMATION CONTAINED IN THE FILES OF THE PENNSYLVANIA STATE POLICE CENTRAL REPOSITORY ONLY. PLEASE CONFIRM IDENTIFIERS PROVIDED. POSITIVE IDENTIFICATION CANNOT BE MADE WITHOUT FINGERPRINTS THE PENNSYLVANIA STATE POLICE RESPONSE DOES NOT PRECLUDE THE EXISTENCE OF CRIMINAL RECORDS, WHICH MIGHT BE CONTAINED IN THE REPOSITORIES OF OTHER LOCAL, STATE, OR FEDERAL CRIMINAL JUSTICE AGENCIES.

THE INFORMATION ON THIS CERTIFICATION FORM CAN BE VALIDATED BY ACCESSING THE PENNSYLVANIA ACCESS TO CRIMINAL HISTORY (PATCH) RECORD CHECK STATUS SCREEN (<https://epatch.state.pa.us/RCStatusSearch.jsp>) AND SUBMITTING A STATUS CHECK REQUEST THAT CONTAINS THE FOLLOWING - SUBJECT'S NAME (EXACTLY AS INITIALLY ENTERED), CONTROL NUMBER AND DATE OF REQUEST. PATCH WILL FIND AND DISPLAY THE CORRESPONDING RECORD CHECK REQUEST. DETAILS ON THE REQUEST CAN BE VIEWED BY CLICKING ON THE CONTROL NUMBER. YOU WILL BE ABLE TO VERIFY IF THIS REQUEST WAS SENT OUT AS A NO RECORD OR RECORD RESPONSE BY THE PENNSYLVANIA STATE POLICE.

QUESTIONS CONCERNING THIS CRIMINAL RECORD CHECK SHOULD BE DIRECTED TO THE PATCH HELP LINE TOLL FREE AT 1-888-QUERY-PA (1-888-783-7972).

**Certified by:**  
██████████

DISSEMINATED BY: SYSTEM  
██████████

- **FBI Criminal Background Check**

To Schedule your ten-minute fingerprint appointment, simply visit <https://uenroll.identogo.com> and enter the following Service Code: **1KG756**

1. Click on Schedule or Manage Appointment.
2. Complete the Essential Info section
3. Complete the Citizenship Section
4. Complete the Personal Questions section
5. Complete the Personal Information section
6. Complete the Address section
7. Select a document you will present when asked to verify yourself\*
8. Select a location you would like to get fingerprinted\*\*
9. Complete payment information. Mount Nittany will not provide a pay code.
10. Select a date and time to complete the FBI Fingerprints at the location you selected

**\*Documents you can select from for verification purposes:**

- Driver's License issued by a State or outlying possession of the U.S.
- Driver's License PERMIT issued by a State or outlying possession of the U.S.
- ID card issued by a federal, state, or local government agency or by a Territory of the United States
- State ID Card (or outlying possession of the U.S.) with a seal or logo from State or State Agency
- Commercial Driver's License issued by a State or outlying possession of the U.S.
- Canadian Driver's License
- Department of Defense Common Access Card
- Employment Authorization Card/ Document (I-766) with Photo
- Foreign Driver's License (Mexico and Canada only)
- Foreign passport
- Military Dependent's Identification Card

- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- U.S. Coastguard Merchant Mariner Card
- U.S. Military Identification Card
- U.S. Passport
- Enhanced Tribal Identification Card (for federally recognized U.S. tribes)
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States
- Uniformed Services Identification Card (Form DD-1172-2)
- Photo ID Waiver for Minors and U.S. Social Security Card or Birth Certificate

**\*\*Fingerprint Locations:**

- **State College:**  
 Advantage Resource Group  
 1951 Pine Hall Road, Suite 150  
 State College, PA 16801  
 (814)278-0477
- **Altoona:**  
 Advantage Resource Group  
 1600 Valley View Blvd.  
 Altoona, PA 16602  
 (814)944-3571
- **Huntingdon:**  
 PA Careerlink  
 54 Pennsylvania Ave.  
 Huntingdon, PA 16652  
 (814)641-6408
- **Bigler:**  
 Cenclear  
 50 Bigler Rd  
 Bigler, PA 16825  
 (814)342-5678
- **Lewistown:**  
 PA Auto License Brokers  
 10379 U.S. Highway 522 South  
 Lewistown, PA 17044  
 (717)242-3377

[Redacted Name]  
 SSN: [Redacted]  
 TCN: [Redacted]

Your Federal Bureau of Investigation (FBI) fingerprint based record check has been processed in accordance with Public Law 92-544 and the Child Protective Services Law (Title 23, Pa C.S. Chapter 63). The following is the result of your federal criminal history check as of [Redacted]

**NO RECORD EXISTS**  
 **RECORD EXISTS**, but conviction(s) **does not prohibit hire** in a childcare position according to the Child Protective Services Law.  
 **RECORD EXISTS**, but no conviction(s) is shown. This **does not prohibit hire** in a childcare position according to the Child Protective Services Law.  
 **DISQUALIFICATION** – Record exists and contains a conviction(s) that is grounds for denying employment in a childcare position according to the Child Protective Services Law.

If you are questioning the accuracy of this response, please submit court documents to support your position. You may request a copy of your record from 5 years following receipt of verification by making a written request to the address listed below.

Sincerely,  
 [Redacted Signature]

Office of Children, Youth and Families  
 ChildLine and Abuse Registry | ChildLine Clearance Verification Unit  
 P.O. Box 8170 | Harrisburg, PA 17106-8170 | 1.877.371.5422 | F 717.772.8533 | www.dhs.pa.gov