

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

### • Pennsylvania Child Abuse History Clearance

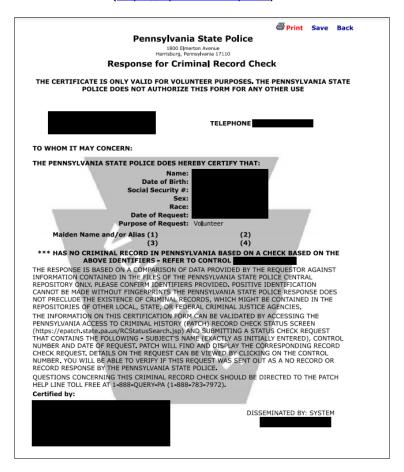
Register online at: <a href="https://www.compass.state.pa.us/cwis/public/home">https://www.compass.state.pa.us/cwis/public/home</a>. This website requires Internet Explorer 9.0 or higher to run. You will need your previous addresses and the names of everyone who lived with you at any time since 1975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



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#### Pennsylvania State Police Clearance (<a href="https://epatch.state.pa.us">https://epatch.state.pa.us</a>)



# • FBI Criminal Background Check

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

- 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 <u>not provide</u> 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

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- 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:

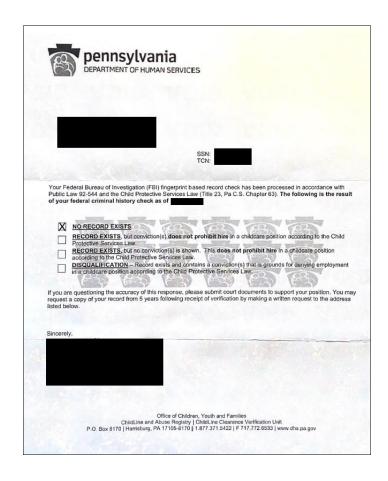
PA Careerlink 54 Pennsylvania Ave. Huntingdon, PA 16652 (814)641-6408

## • 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



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