

Mandated Reporter Training - Three-hour online course providing information on recognizing child maltreatment, the obligation or opportunity to report child maltreatment, and the procedures for making a report of child maltreatment. Click [this link](#) for PDF instructions.

Child Abuse History Certification (DHS) - Background check to determine whether the applicant is named in the statewide database as an alleged perpetrator in a pending, indicated, or founded child abuse investigation in Pennsylvania. This online questionnaire will require about 45 minutes to complete and requires setting up a username and password with PA Keystone. **Clearances must be run as "school employee not governed by public school code"**. Clearances run for other purposes, such as for volunteer or foster care cannot be accepted. Click [this link](#) for PDF instructions.

Federal Criminal History Background Check (FBI) - Background check of federal criminal history information obtained by the submission of a full set of fingerprints and photo. Your digital fingerprints are obtained and processed through a current FBI contractor (MorphoTrust/IdentoGo). Service code to use is **1KG756**. (This is not a payment code.) Click [this link](#) for PA State Resident PDF instructions. Please click [this link](#) to view instructions for employees living outside of Pennsylvania.

IMPORTANT NOTE: FBI clearances DO NOT get sent to your employer. They are mailed directly to you. It is your responsibility to provide a copy to HR once you receive it.

PA State Police CHRI (PSP) - Background check of criminal history information obtained from the Pennsylvania State Police that is maintained in the Pennsylvania State Police Central Repository. This is completed online and the results are usually obtained within a few minutes. **Clearances must be run for the purpose of employment**. Clearances run for other purposes, such as for volunteer or foster care cannot be accepted. Click [this link](#) for PDF instructions.

PA Act 15, also known as the Child Protective Services Law, "requires certain individuals to obtain clearances in order to be employed, be a resource parent (foster or adoptive), or be a volunteer with children. The purpose for requiring clearances is to provide employers and those selecting volunteers with information to use as a part of a larger decision-making process when determining whether to hire someone as an employee or select them as a volunteer." ([Department of Human Services](#))

As an institution of higher education who serves a significant College-in-the-High School population, HACC has determined that all credit teaching faculty, as well as other specific employees, obtain and maintain current clearances in accordance with the Child Protective Services Law.

To comply, you must maintain current clearances on file with the Office of Human Resources. Please follow the instructions below to obtain each of the required clearance documents that will be expiring by the end of the month they expire.

Clearances are transferable and are good for 5 years (60 months) from the date they are processed.

(FBI) Federal Criminal History Background Check

Completion of this clearance requires registration, fingerprinting, and submitting a copy of the results to HACC Office of Human Resources. The steps outlined in this procedure will help you successfully complete the clearance. The clearance cost is approximately \$25.25 (subject to change).

After the fingerprints are taken, results will be sent to your home mailing address. The return time will vary. HACC is unable to view your results, so the employee will need to provide a copy of the results to HR. (Blueish form).

Please send a copy of the results to hr@hacc.edu

1. Visit the [IdentoGO](https://uenroll.identogo.com/) website to register. <https://uenroll.identogo.com/>

IdentoGO

English ▼

Enter your Service Code to get started.

Enter Code

GO

Don't know your Service Code?
Contact your agency or [click here](#).

IdentoGO® has a growing number of convenient locations across the U.S. to meet your identity-related needs.



Check the Status of your Service

Check your status or reprint your cardscan registration form.
For additional help, call 855.845.7434.



Manage an existing Appointment

Reschedule an existing appointment or schedule a retake.

2. Enter Service Code - **1KG756**

Enter your Service Code to get started.

1KG756 GO

Don't know your Service Code?
Contact your agency or [click here.](#)

3. Select **Schedule or Manage Appointment**

1KG756 - Pennsylvania DHS-Employee >=14 Years Contact w/ Children

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[Schedule or Manage Appointment](#)

Schedule an in-person appointment or change an existing appointment.

[What do I need to bring to enrollment?](#)

Find out which documents you need to bring to the enrollment center to facilitate processing.

[Locate an Enrollment Center](#)

Locate and get directions to an enrollment center near you.

[Submit A Fingerprint Card by Mail](#)

Complete the pre-enrollment information necessary to submit a fingerprint card enrollment by mail.

4. Fill out **Essential Info:**

- a. **Legal Name** – First Name, Middle Name, Last Name, *Suffix (if applicable)
- b. **Date of Birth / Confirm Date of Birth** (mm/dd/yyyy – format)
- c. **Method of Contact** (Email recommended)

Name / Method of Contact UE ID / Date of Birth

Notes:

- Legal Name must match exactly on all identification documents brought to enrollment.
- Remember the phone numbers and/or email address provided below, as they will be used to retrieve your information during your in-person enrollment.

Legal Name

<p>* First Name</p> <input style="width: 95%;" type="text"/>	<p>* Middle Name (or NMN if no middle name)</p> <input style="width: 95%;" type="text"/>
<p>* Last Name</p> <input style="width: 95%;" type="text"/>	<p>Suffix</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;">-- Choose One --▼</div>

Date of Birth

<p>* Date of Birth</p> <input style="width: 95%; text-align: center;" type="text"/>	<p>* Confirm Date of Birth</p> <input style="width: 95%; text-align: center;" type="text"/>
--	--

*** Method of Contact (at least one method is required)**

<p>Email</p> <input style="width: 95%;" type="text"/>	
<p>Confirm Email</p> <input style="width: 95%;" type="text"/>	
<p>Country Code</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;">United States▼</div>	<p>Phone 1</p> <input style="width: 95%; text-align: center;" type="text"/>
<p>Country Code</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;">United States▼</div>	<p>Phone 2</p> <input style="width: 95%; text-align: center;" type="text"/>
<p>* Preferred Method of Contact</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;">Email▼</div>	

5. Fill out **Citizenship**:

- a. **Country of Birth** (*fields may vary based on selected “Country of Birth”
 - i. City of Birth (not required)
- b. **State/Province of Birth**
- c. **Country of Citizenship**

Citizenship

* **Country of Birth**

City of Birth

* **Country of Citizenship**

✕ Cancel

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6. Provide your responses to the 3 **Personal Information** questions by checking **Yes** or **No**.

Note: No “Authorization Code” available at this time.

Please answer the questions below. Then click 'Next' to continue or 'Cancel' to exit.

* Have you ever used an alias?

Yes

No

* Is your mailing address the same as your residential address?

Yes

No

* Do you have an Authorization Code (Coupon Code) that you will be using as a method of payment?

Yes

No

NOTE: Please have Authorization Code available to enter on the website later in the scheduling process.

✕ Cancel

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7. Fill out **Personal Information**

- a. Height
- b. Weight
- c. Hair Color
- d. Eye Color
- e. Preferred Language
- f. Gender
- g. Race
- h. Ethnicity

Note: In the previous section, if you selected **Yes** to Question 1: “Have you ever used an Alias?” you will be required to fill out an **Alias** field (shown below) before you enter your **Personal Info**

Alias

* First Name	* Middle Name (or NMN if no middle name)
<input type="text"/>	<input type="text"/>
* Last Name	Suffix
<input type="text"/>	-- Choose One -- ▼

+ Alias

Personal Information

US Metric

* Height	* Hair Color	* Eye Color	
<input type="text"/> ft <input type="text"/> in	-- Choose One -- ▼	-- Choose One -- ▼	
* Weight			
<input type="text"/> lbs			
* Preferred Language (Receipts & other communication)	* Gender	* Race	* Ethnicity
English ▼	-- Choos -- ▼	-- Choos -- ▼	-- Choos -- ▼

- 8. Fill out **Residential Address**
 - a. Country
 - b. Address Line 1
 - c. *Address Line 2 (if applicable)
 - d. City
 - e. Postal Code

Note: In the previous section, if you selected **No** to Question 2: “Is your mailing address the same as your residential address?” you will be required to fill out a **Mailing Address** field (shown below) before you enter your **Residential Address**.

Mailing Address

* Country 

-- Choose One --

* Address Line 1 

Address Line 2

* City 

* Postal Code 

Residential Address

* Country 

-- Choose One --

* Address Line 1 

Address Line 2

* City 

* Postal Code 

 Cancel

 Back

Next 

9. Select the **Documents** you will bring to your fingerprint appointment.
- Check: **Yes** or **No** for “Does the name you are enrolling under match the name on all documents selected?”

Note: You will be required to bring the document(s) selected in this section to your fingerprint appointment.

Documents

* Document 

-- Choose One --

* Does the name you are enrolling under match the name on all documents selected?

Yes No

✕ Cancel < Back Next > 

10. Search for a fingerprinting location near you by **Postal Code**, **City** and **State**, or **Airport Code***
- Click on your desired fingerprint location and select it by clicking **Next**

Enter a Postal Code, City, Airport Code or Special Location Access Code to 'Search' for a location to schedule your appointment. After selecting a location, click 'Next' to continue or 'Cancel' to exit.

Note: Your registration is not yet complete. You must select a location, as well as a date/time on the following pages prior to receiving your appointment confirmation.

Search for an Enrollment Center by Postal Code, City and State, or Airport Code.

Number of Results: 5

17050 📍 Use My Location 🔍 Search

Location	Address	Next 7 Days	Distance
 Mechanicsburg, PA	6483 Carlisle Pike	103 appointments available	2.13 mi
 IdentoGO 6483 Carlisle Pike Ste 104 Mechanicsburg, PA 17050-2346	Hours: Monday - Tuesday & Thursday: 09:00 AM - 12:00 PM & 01:00 PM - 06:00 PM Wednesday & Friday: 09:00 AM - 12:00 PM & 01:00 PM - 04:00 PM	Next >	

11. Schedule an **Appointment Date and Time** // or check box - **Walk In.***

Select a preferred date and time for your appointment at the specified location. Then click 'Submit' to confirm or 'Cancel' to exit. If you are unable to make an appointment for the available times or all appointments are booked, click the 'Back' button below, to select another location.

Appointment Date and Time (first available displayed by default)

Select Date

Select Time

Walk In

Note:

Scheduled appointments take priority over walk-ins.

Location Details:

📍 Identogo
6483 Carlisle Pike
Ste 104
Mechanicsburg, PA 17050-2346

12. Review/Print your Service Summary

- a. You will be required to bring the following items to your fingerprint appointment:
 - i. **UE ID** – found on **Service Summary** (see green check mark below)
 - ii. Identification document(s) you indicated in #9. **Documents** (ex. Driver’s License)
 - iii. **Credit Card, Business Check or Money Order** (cash is not accepted)

Service Summary

Pennsylvania

1KG756 - Pennsylvania DHS-Employee >=14 Years Contact w/ Children [Print Status](#)

Status as of 12/06/2017

Pre-Enrolled
You have successfully pre-enrolled.

Service Details:

Date: 12/06/2017
UE ID: **UZSV-286HQY**
Applicant: **Matthew Gray**
Service: **1KG756 - DHS-Employee >=14 Years Contact w/ Children**
Estimated Amount Due: **\$23.85**

We accept the following methods of payment:
Authorization Code, Business Check, Money Order, Credit Card



Important!
YOU WILL BE REQUIRED TO BRING THE FOLLOWING DOCUMENTS TO YOUR ENROLLMENT.
Legal Name must match exactly on all identification documents brought to enrollment.
1. Commercial Driver's License issued by a State or outlying possession of the U.S.

1KG756 - Pennsylvania DHS-Employee >=14 Years Contact w/ Children Walk-In Details:

Mechanicsburg, PA

Note:
Scheduled appointments take priority over walk-ins.

IdentoGO
6483 Carlisle Pike
Ste 104 Mechanicsburg,
17050-2346
[View Map](#)

[Schedule Appointment](#)

Done

After the fingerprints are taken, results will be sent to your home mailing address. The return time will vary. HACC is unable to view your results, so the employee will need to provide a copy of the results. (Blueish form).

Please send a copy of the results to hr@hacc.edu

Mandated Reporter Training Certification

Completion of this clearance requires registration, completing the training course, and submitting the certificate of completion to the HACC Office of Human Resources. The steps outlined in this procedure will help you to successfully complete the clearance. The clearance cost is FREE.

1. Follow Link: <https://www.reportabusepa.pitt.edu/>

2. Select “**Registration**” (at the top of the page)



This course can not be taken on a mobile device. Please use a desktop or a laptop. We apologize for the inconvenience.

Login Here

Change Text Size | High Contrast Setting

You are not logged in
Please enter your credentials and click the **Login** button below.

USERNAME

PASSWORD

Login

[Forgot Your Password?](#)

About the Course

Welcome to the Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania Online Training.

Our technical support staff are available Monday through Friday from 8:00 AM to 4:00 PM EST at helpcpsl@pitt.edu or 717-605-0236.

The help desk will be closed 12/22/2017, 12/25/2017, and 1/1/2018 for the holiday.

- If you have not previously registered please click the "Registration" link at the top of the page.
- Please make sure to complete all fields accurately. In particular, if you are licensed or applying for a license

3. Registration Information

- Complete required/applicable fields
- Select “**Submit**”

Already have an account? [Click here to log in.](#)

Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania. New User Registration

Title (Mr, Mrs, Dr, Prof, etc.):	<input type="text"/>	
First Name:	<input type="text"/>	←
Middle Name:	<input type="text"/>	
Last Name:	<input type="text"/>	←
Suffix (MD, DDS, PHD, MSW, etc.):	<input type="text"/>	
Email:	<input type="text"/>	←
Confirm Email:	<input type="text"/>	←
County of Residence:	<input type="text" value="Select..."/>	←
County of Employment:	<input type="text" value="Select..."/>	←
Gender:	<input type="text" value="Select..."/>	←
Race:	<input type="text" value="Select..."/>	
Ethnicity:	<input type="text" value="Select..."/>	←
Have you ever made a report of child abuse before?:	<input type="text" value="Select..."/>	←
How did you hear about this course?:	<input type="text" value="Select..."/>	←
Are you currently licensed or will you be applying for a license within the next 6 months through one of the following Pennsylvania boards?:	<input type="text" value="Select..."/>	←
	<input type="button" value="Submit"/>	←

4. A Username and Password will generate at the bottom of the screen

- Select “**Click here to log in**”

✔ Your username is **mgray59** and your password is **matthew08**
Please record your login credentials for future reference.
[Click here to log in.](#)

Thank you for registering for the Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania online course.

5. Login with Username and Password

UNIVERSITY OF PENNSYLVANIA
Child Welfare Resource Center Welcome

Login Here

Change Text Size | High Contrast Setting

You are not logged in
Please enter your credentials and click the Login button below.

USERNAME:

PASSWORD:

[Login](#) [Forgot Your Password?](#)

6. Under “Your Courses”

- Select “Recognizing and Reporting Child Abuse”

Your Courses

Courses where you are: Learner

[rrca-2291: Recognizing and Reporting Child Abuse](#)

[Click here to Enroll in a new Course](#)

7. Under “PACWRC Course”

- Select “Recognizing and Reporting Child Abuse”

UNIVERSITY OF PENNSYLVANIA
Child Welfare Resource Center Welcome Enroll in New Course

PACWRC Course

PACWRC Course

[Recognizing and Reporting Child Abuse](#) [Click Here!](#)

Mandated and Permissive Reporting in Pennsylvania

8. Complete Training (Approx. 3 hours)

9. After the Mandated Reporter Training is complete, **please send a copy of the results to hr@hacc.edu**

*Note: You can send copies via e-mail, fax, or mail.

- E-mail: hr@hacc.edu

- Fax: 717-901-4531

- Interoffice Mail: Ted Lick 205 (Harrisburg Campus)

- Mail: One HACC Drive, Ted Lick 205, Harrisburg, PA 17110



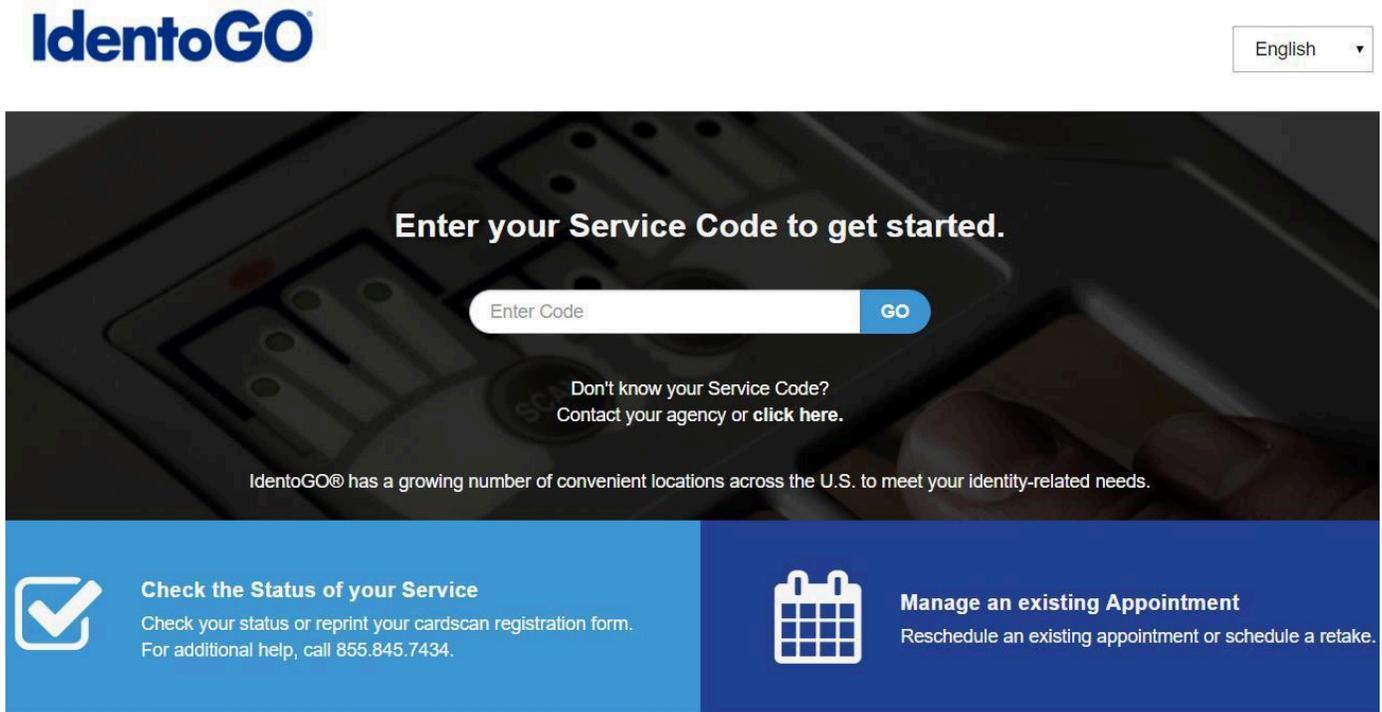
Federal Criminal History Background Check (Out-of-State Employees)

Completion of this clearance requires registration, ink fingerprinting, mailing confirmation email and ink fingerprints to Identogo, and submitting a copy of the results to HACC's Office of Human Resources. The steps outlined in this procedure will help you successfully complete the clearance. The clearance cost is approximately \$25.25 (subject to change).

After the fingerprints are taken, results will be sent to your home mailing address. The return time will vary. HACC is unable to view your results, so the employee will need to provide a copy of the results to HR. (Blueish form).

Please send a copy of the results to hr@hacc.edu

1. Visit the [Identogo](https://uenroll.identogo.com/) website to register. <https://uenroll.identogo.com/>



The screenshot shows the Identogo website interface. At the top left is the Identogo logo. At the top right is a language dropdown menu set to "English". The main content area features a dark background with a keyboard and a hand typing. The text "Enter your Service Code to get started." is centered. Below this is a white input field labeled "Enter Code" with a blue "GO" button. Underneath the input field, it says "Don't know your Service Code? Contact your agency or [click here.](#)". At the bottom of the main area, a small line of text reads "Identogo® has a growing number of convenient locations across the U.S. to meet your identity-related needs." Below this are two blue action buttons. The first button has a checkmark icon and is titled "Check the Status of your Service", with subtext "Check your status or reprint your cardscan registration form. For additional help, call 855.845.7434." The second button has a calendar icon and is titled "Manage an existing Appointment", with subtext "Reschedule an existing appointment or schedule a retake."

2. Enter Service Code - 1KG756

Enter your Service Code to get started.

1KG756 GO

Don't know your Service Code?
Contact your agency or [click here.](#)

3. Select **Submit a Fingerprint Card by Mail**

1KG756 - Pennsylvania DHS-Employee >=14 Years Contact w/ Children

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Schedule or Manage Appointment

Schedule an in-person appointment or change an existing appointment.

What do I need to bring to enrollment?

Find out which documents you need to bring to the enrollment center to facilitate processing.

Locate an Enrollment Center

Locate and get directions to an enrollment center near you.



Submit A Fingerprint Card by Mail

Complete the pre-enrollment information necessary to submit a fingerprint card enrollment by mail.

4. Read the “**Attention!**” message and select **Continue**

ATTENTION! x

All applicants are strongly encouraged to check if there is an enrollment center in close proximity that is available under the "Schedule or Manage Appointment" option. Submitting a hard card should be a last resort for either out of state applicants or home-bound applicants.

- Fingerprint cards must be sent the correct address for processing:

IdentoGO Cardscan Department- “ Program” 340 Seven Springs Way, Suite 250 Brentwood, TN 37027

- Fingerprint cards that are mailed to the previous office address in Franklin, TN will be “returned to sender”.
- Fingerprint cards that are mailed to the previous office address in Springfield, IL will be “properly destroyed” to protect personal information as forwarding services are no longer available.
- Please be aware that submission of incorrect or invalid data, including but not limited to incorrect agency fingerprint reason or applicant demographic data that results in the need to conduct a new fingerprint card submission will be at the applicant's cost. Demographic information provided on the fingerprint card must exactly match the demographic information entered during this registration process or the card will be returned.
- Fingerprints submitted on hard cards are typically of lower quality and result in a higher rate of FBI rejections.
- Processing of fingerprint cards takes significantly longer than fingerprinting at an enrollment center.

Please confirm with your agency or organization that you are eligible to submit your fingerprints by hard card.

Cancel Continue

5. Fill out **Essential Info:**

- a. Legal Name – First Name, Middle Name, Last Name, *Suffix (if applicable)
- b. Date of Birth / Confirm Date of Birth (mm/dd/yyyy)
- c. Method of Contact (Email recommended)

Name / Method of Contact UE ID / Date of Birth

Notes:

- Legal Name must match exactly on all identification documents brought to enrollment.
- Remember the phone numbers and/or email address provided below, as they will be used to retrieve your information during your in-person enrollment.

Legal Name

* First Name

* Middle Name (or NMN if no middle name)

* Last Name

Suffix

Date of Birth

* Date of Birth

* Confirm Date of Birth

*** Method of Contact (at least one method is required)**

Email

Confirm Email

Country Code

Country Code

Phone 1

Phone 2

* Preferred Method of Contact

6. Fill out **Employer Information**:

Note: Campus addresses for Gettysburg, Lancaster, Lebanon, and York are listed below.

Employer Information

Employer Name
HACC

Country
United States ▼

Address Line 1
1 HACC Drive

Address Line 2

City
Harrisburg

State/Province
Pennsylvania ▼

Postal Code
17110

[✕ Cancel](#) [← Back](#) [Next →](#)

Gettysburg: 731 Old Harrisburg Road, Gettysburg, PA 17325

Lancaster: 1641 Old Philadelphia Pike, Lancaster, PA 17602

Lebanon: 735 Cumberland St., Lebanon, PA 17042

York: 2010 Pennsylvania Ave., York, PA 17404

7. Fill out **Citizenship**:

- a. Country of Birth (*fields may vary based on selected “Country of Birth”)
 - i. City of Birth (not required)
- b. State/Province of Birth
- c. Country of Citizenship

Citizenship

*** Country of Birth**

City of Birth

*** Country of Citizenship**

✖ Cancel

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8. Provide your responses to the 4 **Personal Information** questions by checking **Yes** or **No**.

Note: Authorization Code not available at this time.

* Have you ever used an alias?	<input type="radio"/> Yes <input type="radio"/> No
* Is your mailing address the same as your residential address?	<input type="radio"/> Yes <input type="radio"/> No
* Do you have an Authorization Code (Coupon Code) that you will be using as a method of payment?	<input type="radio"/> Yes <input type="radio"/> No

NOTE: Please have Authorization Code available to enter on the website later in the scheduling process.

Prefer to visit an IdentoGO Enrollment Center in-person? We have locations nationwide, ready to complete your biometric enrollment. Select 'Yes' below to search for the location nearest you. You will still have the option to complete your pre-enrollment and mail your fingerprint card to it.

* Would you like to locate the IdentoGO Enrollment Center nearest you? This will not interrupt your current progress.	<input type="radio"/> Yes <input type="radio"/> No
---	--

[✕ Cancel](#)

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[Next >](#)

9. Fill out **Personal Information**

- a. Height
- b. Weight
- c. Hair Color
- d. Eye Color
- e. Preferred Language
- f. Gender
- g. Race
- h. Ethnicity

Note: In the previous section, if you selected **Yes** to Question 1: “Have you ever used an Alias?” you will be required to fill out an **Alias** field (shown below) before you enter your **Personal Info**

Alias

* First Name	* Middle Name (or NMN if no middle name)
<input type="text"/>	<input type="text"/>
* Last Name	Suffix
<input type="text"/>	-- Choose One -- ▼

+ Alias

Personal Information

US Metric

* Height	* Hair Color	* Eye Color	
<input type="text"/> ft <input type="text"/> in	-- Choose One -- ▼	-- Choose One -- ▼	
* Weight			
<input type="text"/> lbs			
* Preferred Language (Receipts & other communication)	* Gender	* Race	* Ethnicity
English ▼	-- Choos -- ▼	-- Choos -- ▼	-- Choos -- ▼

✕ Cancel < Back Next > 

10. Fill out Residential Address

- a. Country
- b. Address Line 1
- c. *Address Line 2 (if applicable)
- d. City
- e. Postal Code

Note: In the previous section, if you selected **No** to Question 2: “Is your mailing address the same as your residential address?” you will be required to fill out a **Mailing Address** field (shown below) before you enter your **Residential Address**.

Mailing Address

* Country 

-- Choose One --

* Address Line 1 

Address Line 2

* City 

* Postal Code 

Residential Address

* Country 

-- Choose One --

* Address Line 1 

Address Line 2

* City 

* Postal Code 

11. Payment

- a. Use the “Pay With Credit Card” option

Please enter your payment information below. Then click 'Next' to complete your transaction or 'Cancel' to exit.

Apply Authorization Code

Authorization Code Apply Coupon

1KG756 - Pennsylvania DHS-Employ
Years Contact w/ Children

Total Amount Due
(non-refundable)

Pay With Credit Card

We Accept:



* Name on Card

* Credit Card Number

* Month * Year * CSC/CVV

✖ Cancel ⏪ Back Submit ⏩

12. Print confirmation email

- a. You will receive a confirmation email that includes a barcode. You will need to print this email and include it with your ink fingerprints to be sent to Identogo.

13. Ink fingerprints

- a. Go to a local police station and have ink fingerprints taken on an fd-258 fingerprint card.

Note: Most police stations should have the fd-258 fingerprint cards.

Note: Police stations may charge an additional cost for the ink fingerprint rolling.

14. Mail the **confirmation email** and **ink fingerprint card** in the same envelope to the Identogo address listed below for processing.

IDENTOGO
CARDSCAN DEPARTMENT - PA
340 SEVEN SPRINGS WAY, SUITE 250
BRENTWOOD, TN 37027

15. After submitting the information to Identogo, you should receive the clearance results in the mail in approximately 2 – 3 weeks. **Please send a copy of the results to hr@hacc.edu.**

Note: You can send copies via email, fax, or mail.

- Email: hr@hacc.edu
- Fax: 717-901-4531
- Interoffice Mail: Ted Lick Administration Building, room 205 (Harrisburg Campus)

PA State Police CHRI

Completion of this clearance requires the employee to issue a request, obtain the results, and submit a copy of the results to the HACC Office of Human Resources. The steps outlined in this procedure will help you to successfully complete the clearance. The clearance cost is \$22.00.

1. Follow Link: <https://epatch.pa.gov/home>

2. Select “**Submit a New Record Check**”

PATCH Home Record Check FAQ Help

Governor Josh Shapiro
Commissioner Christopher L. Paris

The EPATCH website address has been updated, <https://epatch.pa.gov>. Please use the website address for EPATCH and update any previously saved bookmarks.

Welcome to Pennsylvania Access To Criminal History

The PATCH unit will no longer mail out any PATCH check that is requested on the EPATCH web site. It will be the responsibility of the requestor to print out the No Record or Record response.

PATCH Helpline 1-888-QUERY-PA (1-888-783-7972)

All requests for Notarized copies of a Criminal Record Check MUST BE submitted by mail.

New Volunteer Record Check
Submit a New Record Check
Criminal Record Check

Registered PATCH Accounts

(Only used by pre-approved organizations)

3. Accept “Terms and Conditions”

Terms and Conditions for the use of PATCH

Please read the following terms and conditions for the use of the PATCH application and click the accept button to proceed.

The PATCH web site is available for registered and non-registered users wishing to acquire criminal history information on individuals. Users must agree to abide by all sections of the Criminal History Record Information Act and all terms stated forthwith.

There is a \$22.00 non-refundable fee for each request, regardless of outcome. Payment is accepted by credit card or by billing a pre-established account. Customers will be charged for misspelling, duplicate submissions and other user errors. There is an additional \$5.00 non-refundable fee for a notarized copy. Notarized copies not available for free volunteer checks.

Individual Access and Review - Requests by mail only. Fee \$20.00

An Individual Access and Review is only available to the subject of the record or their legal representative with a legal affidavit attached. Any individual who wishes to obtain an Individual Access and Review Criminal History per 18 Pa C.S. 9152 shall submit form SP4-170, “**REQUEST FOR INDIVIDUAL ACCESS AND REVIEW**”, by mail to the Pennsylvania State Police Central Repository. Proper identification **MUST** be submitted with the **REQUEST FOR INDIVIDUAL ACCESS AND REVIEW** and the required \$20.00 fee. The only identification that will be accepted is a photocopy of a valid Government issued identification with a current address. The following identification will be accepted; State issued Driver's License, State issued Photo Identification Card, Department of Corrections' identification cards, Passport, United States Military Identification. If the Government issued identification does not show a current address a copy of the following items will be accepted. A utility bill dated within 60 days of the request. A deed, a mortgage or a residential rental/lease agreement. A current home owner's insurance policy. If you do not have any of the above listed items please contact PATCH at 1-888-783-7972 and select option 5. The SP4-170 REQUEST FOR INDIVIDUAL ACCESS AND REVIEW form may be downloaded from the home page of this web site under the “HELP” drop down menu.

Expungement

Requestors, who desire a Criminal History for an **EXPUNGEMENT** process, should contact the County Court to determine if an Individual Access and Review is needed. The Individual Access and Review will provide the requestor with an entire criminal history, including non-conviction data, which many courts are requiring for an **EXPUNGEMENT** of a criminal record.

Notarized Copy of a Criminal Record Check - NOT available for Volunteer or Individual Access and Review

Requestors desiring a **notarized copy** of a Criminal History Record Check must send their request via a **mailed** SP4-164 Form along with a \$27.00 money order payable to the Commonwealth of PA, \$22.00 for the Criminal History Record Check and \$5.00 for the Notary Fee. Notary service not available for Volunteer or Individual Access and Review. Requestors should attach a written request indicating that notarization is needed. The SP4-164 Form may be printed from this website under the Help tab. Send the SP4-164, request and money order to the address listed on the form.

Notarized copies of a Criminal Record Check are authorized for certain types of requests: **1.** Employment outside of the United States **2.** International Adoption **3.** Visa **4.** Citizenship **5.** Other-Special Circumstances. Any request for a notarized copy that is not listed above may be returned to the requestor for clarification.

All customers must have a valid email address in order to receive vital information from the PATCH administrators. Businesses may apply for a PATCH account. If a business customer application is approved, an account will be established and a user name and password will be emailed to the customer. All registered users are responsible for the security of their user identification and password. It is also the responsibility of the registered user to maintain accurate information in PATCH relating to their account. If you have selected paperless billing and 30 days have elapsed since the last billing cycle, please contact PATCH Accounting at 1-888-783-7972 and select option 6.

Registered users are billed on a monthly basis and agree to pay the total balance due within thirty days to remain active on PATCH. A remittance must accompany all checks to PATCH, or the company PATCH account number must be noted on the check. Checks received without the remittance form, or the PATCH account number on the check will be returned to the address listed on the check without being applied to the PATCH account. Accounts that have an overdue balance of more than thirty days will be placed on hold until the overdue balance is received.

Organizations that are designated fee-exempt in accordance with Section 9121 (b) (1) and (b.1) of the Pennsylvania Criminal History Information Act are exempt from payment. Any organization that requests a notarized copy of a criminal history must pay the \$5.00 notary fee; there is no exemption for the notary fee.

All billing discrepancies must be brought to the attention of the Pennsylvania State Police, in writing, within 30 days of the statement. The letter shall include the company account number, contact person, contact telephone number and a detailed description of the discrepancy. The letter shall be mailed to Pennsylvania State Police, P. O. Box 62041, Harrisburg, Pennsylvania 17106-2041

The Pennsylvania State Police response is based on information entered by the requestor and includes fingerprint supported data exclusively from the State Police Central Repository. It does not preclude the existence of criminal records, which might be contained in the repositories of other local, state or federal criminal justice agencies.

Users should consult state and federal laws before using this information in making decisions. Section 9125 (a) of the Pennsylvania Criminal History Information Act provides that whenever an employer is in receipt of information which is part of an employment applicant's criminal history record information file, it may use that information for the purpose of deciding whether or not to hire the applicant, only in accordance with this section. Section 9125 (b) governs the use of information. Felony and misdemeanor convictions may be considered by the employer only to the extent to which they relate to the applicant's suitability for employment in the position for which he/she has applied. Section 9125 (c) provides that the employer shall notify in writing the applicant if the decision not to hire the applicant is based in whole or in part on the criminal history record information.

The following criminal history information will be released by the Pennsylvania State Police Central Repository upon proper request:

1. All convictions.
2. All charges that are less than three years from the date of arrest and the Central Repository has not received a disposition.
3. All charges for which a warrant of arrest has been issued and the Central Repository has been notified of such warrant.

It is the responsibility of both registered and non registered users to obtain the assigned control number at the time requests are submitted. Immediately after submission of the requests one of the following status will be assigned to the request:

1. **No Record:** If this status is assigned to the request it is the user's responsibility to double click on the control number. This will take the user to the details screen where the user will double click on the blue hyper link, "Certification Form", near the center of the page. By clicking on "Certification Form", a certified no record form will be displayed in PDF format.
2. **Request Under Review:** If this status is assigned to the request, the user must periodically check the PATCH web site to determine the final status of the request. A status of "Request Under Review" will result in one of the following final status:
 - o **No Record: Follow the instructions above for a no record response.**
 - o **Record: Indicates the person has a record and it is the user's responsibility to double click on the control number. This will take the user to the details screen where the user will double click on the blue hyper link, "Certification Form", near the center of the page. By clicking on "Certification Form", a certified record form and the corresponding RAP Sheet will be displayed in PDF format. This form should be printed.**
3. **Pending:** This status is occasionally assigned when traffic is extremely heavy and requires the user to check back at a later time. A request should not remain in pending status for more than 24 hours. If a request remains in pending status for more than 24 hours call the PATCH Help Line toll-free at 1-888-QUERY-PA (1-888-783-7972).

Pennsylvania State Police Notary Policy

Criminal history responses requiring notarization can only be notarized by a Pennsylvania State Police notary. The notary seal is considered valid at the time of notarization. Should proof of the notary public's appointment be required, please contact the Secretary of the Commonwealth via mail at 210 North Office Building, Harrisburg, PA 17120 or by telephone at (717) 787-5280.

Notary Public reappointment occurs 2 to 3 months prior to expiration of their commission. If the expiration of the notary's commission interferes with the process in which you require a notarized criminal history response, it will be necessary for you to submit a new request for criminal history record check.

Do you accept these Terms and Conditions:



4. Check “Individual Request”

- Select “Continue”

Requestor Details

Individual Request

An Individual Request is to be used by an individual who is requesting and paying for the Criminal History Record Check. The PATCH certification letter will show the individual as the requestor of the Criminal History Record Check.

Company Request

A Company Request is to be used by a business or organization that is requesting and paying for the Criminal History Record Check. The PATCH certification letter will show the company as the requestor of the Criminal History Record Check.

CONTINUE

Please select Individual or Company Request to continue



5. Fill out “Requestor Information”

- Enter:

a. “Reason for Request”: Employment

b. “Requester Information”: Fields with red asterisk are required

- Select “Next”

Requestor Information

Please fill in the following form. Fields marked with an * are required.

When an email address is entered an email confirming that the request was received by the Pennsylvania State Police will be sent. Another email will be sent when the request is completed.

Once this step is completed, information regarding the individual for which you are performing a background check will be gathered. Each background check performed will cost \$ 22.00 dollars. charged \$ 22.00 dollars for each individual on which you are performing a background check.

* Reason For Request: Employment

* First Name:

Middle Name:

* Last Name:

* Address Line 1:

Address Line 2:

* City:

* State: -- Select a State --

* Zip:

Country: UNITED STATES

* Email Addr:

Confirm Email Addr:

* Phone Number:

Cancel Next>

6. “Review Requester

Information” Select

“Proceed”



PATCH

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Requestor Details

Requestor Information

REQUESTOR INFORMATION REVIEW

Review Requestor Information

Please verify the following information prior to clicking the "Proceed" button. If you need to make changes, click the "Back" button.

Once this step is completed, information regarding the individual for which you are performing a background check will be gathered. Each background check performed will cost **22** dollars

After entering the background checks, you will be required to enter a valid credit card, which will be charged **\$ 22.00** dollars for each individual on which you are performing a background check.

Reason For Request: Employment

Requestor Name: |

:

Address:

Country: |

Email Addr: :

Phone Number: |

< Back

Cancel

Proceed

7. Fill out “Record Check Request Form”

*Note: Fields with a red asterisk are required

- Select “Submit this Request”

Record Check Request Form

Please enter as much information as possible for the individual you would like to perform a background check on. First and middle names may NOT contain numbers, hyphens, apostrophes, dashes, or any other non-alphabetic characters. Last names may contain dashes. Fields marked with an * are required. To submit multiple records, click the “Add Another Request” button. When finished entering requests, click the “Submit This Request” button.

* First name:

Middle Name:

* Last Name:

Suffix:

Identity Theft #: Only enter information if PATCH has supplied you with an ID Theft number

Social Security #: [(XXXXXXXX)](highly recommended)

* Date of Birth:

Sex:

Race:

	First	Middle	Last/Maiden
Alias 1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Alias 2	<input type="text"/>	<input type="text"/>	<input type="text"/>
Alias 3	<input type="text"/>	<input type="text"/>	<input type="text"/>
Alias 4	<input type="text"/>	<input type="text"/>	<input type="text"/>
Alias 5	<input type="text"/>	<input type="text"/>	<input type="text"/>

8. Select “Submit”



Record Check Request Review

Please review the following background check requests. Click on the hyperlink in the subject name column to modify that request. To add more background check requests, click the "Add Request" button. Once all the information is correct, select a payment method and click the "Submit" button to process your request.

The total charge for processing this request will be **\$ 22.00**. Once the "Submit" button is clicked, you will need to enter your credit card information.

Search:

Subject Name	Identity Theft #	SSN	Date of Birth	Race	Sex
				U	U

Showing 1 to 1 of 1 entries

Payment method: **Credit Card Only!**

Add Another Request Cancel **Submit**

9. Select “Checkout”



Request Checkout

Click on "Checkout" button to navigate to a secure gateway payment page where you will need to enter your credit card information. The total charge for processing this request will be **\$ 22.00**. The charge will show as PA BACKGROUND CHECK on the credit card statement. Please do not refresh the web page or browser on checkout.

Checkout Cancel

10. Enter credit card information

- Select “Pay With Your Credit Card”



PATCH Record Check Request Review

Review Your Order

Quantity	Item	Unit	Price
1	[REDACTED]	\$22.00 USD	22.00
	Total	USD	22.00

[Return to PATCH Record Check Request Review](#)

Choose Payment Option

MasterCard VISA Discover American Express [Masterpass](#)

Pay With Your Credit Card

Cardholder Name

Credit Card Number

Expiry Date (MMYY)

Security Code

CVV2 is the Visa term for the 3 digit security code on the back of the credit card (Visa and MasterCard). For American Express, it is 4 digits and located on the front.

Email

A confirmation email will be sent to this address.

Verification

I'm not a robot 

11. "Record Check Request Results"

- Select "Control #"

*Note: "Control #" starts with R

PATCH Home Record Check FAQ Help

Home Terms and Services Requestor Details Requestor Information Requestor Information Review Record Check Request Form Record Check Review Payment Checkout **RECORD CHECK RESPONSE**

Record Check Request Results

The results of your background check requests are displayed below. This page will automatically refresh several times and update the status of your record checks. **Please wait until processing has finished before reviewing any background checks.** Once processing is complete, click on the Control Number hyperlink to view the details of a specific record check.

Record Check Requests

Control #	Subject Name	Date of Request	Status
R28750717			

Showing 1 to 1 of 1 entries

12. Select "Certification Form"

PATCH Home Record Check FAQ Help

Record Check Details

This screen displays the details of a particular record check request. The request process has been completed. **You may now print the certification form for your records.** Nothing will be mailed to you. To view/print the receipt associated with this record check request just click on the receipt **number** hyperlink. To view/print the certification form for this request click on the **Certification Form** hyperlink.

Control # [R28750717](#)
Requested by: [REDACTED]

Subject Name:		Status:	
Race:	Unknown	Request Date:	
Sex:	Unknown	Last Update Date:	
Date of Birth:		Fee:	\$22.00
Social Security #:		Payment Method:	Credit Card
Reason for Request:	Employment	Receipt #:	R28750717

[Certification Form](#)

[Back](#)

13. Print or Save Certificate



Pennsylvania State Police

1800 Elmerton Avenue
Harrisburg, Pennsylvania 17110

Response for Criminal Record Check

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: _____

Maiden Name and/or Alias _____ (1)
_____ (2)

_____ (3)
_____ (4)
_____ (5)

***** HAS NO CRIMINAL RECORD IN PENNSYLVANIA BASED ON A CHECK BASED ON THE ABOVE IDENTIFIERS - REFER TO CONTROL #R28750717 *****

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.pa.gov/RcStatusSearch>) 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:

Lt. Earl H. Rhoades
Director, Criminal Records and Identification Division
Pennsylvania State Police

DISSEMINATED ON: 03/24/2023 12:46 PM

14. After the PA State Police CHRI is complete please send a copy of the results to Human Resources*

*You can send copies via e-mail, fax, or mail.

- E-mail: hr@hacc.edu
- Fax: 717-901-4531
- Interoffice Mail: Ted Lick 205 (Harrisburg Campus)
- Mail: 1 HACC Drive, Ted Lick Administration 205, Harrisburg, PA 17110