



Instructions for Obtaining and Submitting Background Check Reports

*Also available at www.sju.edu/ServiceLearningStudents

General Instructions:

- Please note there are four (4) potential distinct clearance requirements (PA Criminal Record Check, PA Child Abuse Check, FBI Fingerprinting Check and Minors on Campus Video Training) and a TB screening. **Your** required clearances are according to your community partner organization placement. These have been presented to you several times. If you are still in doubt as to your requirements please check your assigned placement description on the [service-learning website](#).
- You will need to be able to save and upload confidential documents as well as have access to a printer to complete this process. You will need to upload a copy of each of your required clearances to a blackboard site (details below) as well as print two (2) copies of each clearance result – one for your personal file and one to bring to your community partner.
- Additionally you will need to have a credit card for \$27 to complete the FBI Fingerprint check. You will be reimbursed for this charge **if you submit the receipt for reimbursement and have uploaded your fingerprint rap sheet by October 6th**. Please note, if paying the cost of the clearance upfront presents a hardship, please contact Ann Marie Keffer, Director, The Faith-Justice Institute, ajursca@sju.edu or 610-660-1337 to make alternate arrangements.
- If any of your background checks are returned with a reported record, please contact Ann Marie Keffer, Director, The Faith-Justice Institute, ajursca@sju.edu or 610-660-1337, to discuss and/or schedule an appointment as soon as possible.
- Obtain your clearances as per clearance specific directions below. Links are also available on the Faith-Justice Service-Learning Clearance blackboard site.
- Copy the clearance report/certificate document to your computer/flash drive. Blackboard does not work with all file formats. **ALL FILES MUST BE PDF OR JPEG FORM. We cannot accept any other form.** ([How do I convert a file to PDF?](#))
- For each clearance, click on the appropriate button on blackboard, and you will be able to upload the file from your computer.
- **If you do not complete the clearance requirements by October 6th you will not be allowed to continue at service.**
- **October 6th is also the deadline for submitting the appropriate paperwork for FBI Fingerprint reimbursement.**

Completing the Background Checks:

1. PA Criminal Record Check (Free):

- Registration Site: <https://epatch.state.pa.us/Home.jsp>
 - Click on “Submit a new record check”
 - Reason for Request: “Volunteer”
- Click “Certification Form” and save your results to your computer/flashdrive (this is immediate access if no record reported, within 21 days if a record reported or

pending)

2. **PA Child Abuse Check (Free): If you would like more detailed instructions on this check please visit www.sju.edu/servicelearningstudents**

- Registration Site: <https://www.compass.state.pa.us/cwis/public/home>
 - Select “Create a New Account” (if first time doing clearances online) or Login
 - You will select your own personal Keystone ID (e.g. kheasley01)
 - Once you submit your information, you’ll receive a temporary password via email
 - Select “Log-in” and use your Keystone ID and temporary password
 - Create your permanent password
 - **We strongly suggest that you record your id and password as only you will know this information.**
 - Once you are logged in with your permanent password, review the disclosures (follow prompts) and select “Create Clearance Application”
 - Follow the prompts to complete the application
 - Your reason for the clearance is “volunteer.”
 - Please note when prompted for Certificate Delivery Method in order for your clearance to be processed electronically you **must check NO.**
- Click on “Finalize and Submit Application”
- Save your results on your computer/flash drive (you will receive an email notice when the background check is finished processing, it can take up to ~14 business days)

3. **FBI Fingerprint Check (\$27): The registration process will take about 15-20 minutes. The complete process can take up to three weeks to receive your fingerprint report – it is your responsibility to plan accordingly.**

- For this clearance, you will need to submit a receipt to be reimbursed. Therefore, in order to complete this transaction, you will need a credit card.
- If you have any hardship to paying for this background check before being reimbursed please contact Ann Marie Keffer, The Faith-Justice Institute at 610-660-1337 or ajursca@sju.edu to make alternate arrangements.
- You will also need your social security number to complete the clearance.
- Registration Site: https://www.pa.cogentid.com/index_pdeNew.htm
 - Under Registration, select “Register Online”
 - Read disclaimer and check box if you agree and hit continue
 - For Reason Fingerprinted, select “Colleges/Universities”
 - Complete the remaining information (please note all * are required information. Additionally we suggest entering your email address as a receipt will be emailed to you)
 - If you are paying by credit card you will be prompted to enter the appropriate information. The page after your credit card information is your registration receipt.
- Print registration receipt (includes Registration ID which starts with PAE)
- Get your fingerprints taken (you will need your registration receipt and [proper ID](#)):
 - The Faith-Justice Institute will offer several *courtesy* on-campus appointments for fingerprinting. These appointments are scheduled on a first come, first served status and are a convenience opportunity. If you do not schedule an on-campus

appointment you must still complete your fingerprinting at a Cogent facility (please see below).

You can complete your fingerprinting at any Cogent facility

https://www.pa.cogentid.com/index_dpw.htm

- The closest Cogent facility to campus is at The UPS Store at 333 East Lancaster Avenue, Wynnewood, PA (in the Whole Foods Plaza). No appointment is necessary and they offer fingerprinting services on Monday-Friday, from 10am-6pm and Saturday from 10am-4pm. Please note this location is accessible by the Paoli/Thorndale SEPTA train line with a brief walk (approximately 3 blocks) from the station to location.

IMPORTANT: Once you have registered and gotten your fingerprints taken, you can schedule an appointment to come to the Faith-Justice Institute to have your Fingerprint Reports accessed and printed. You can then upload the printed report to the Faith-Justice Clearance Blackboard. Many times, students wait up to four weeks to receive their FBI Fingerprint Reports in the mail, and this will delay them to start service. You can come to the Faith-Justice Institute (suite 221) during the designated FBI Fingerprint Report print off times and have a staff member print of your results. Please note- It takes 48 hours before our staff can access the FBI Fingerprint Reports, so please plan accordingly for when you get your fingerprints taken and when you return to have the report printed.

You can come to the PLC Suite 221 on the following dates to get your Fingerprint Report accessed:

Tuesday, October 3rd 11am-1pm

Thursday, October 5th 11am-1pm

Friday, October 6th 11am-1pm

- Results will be mailed directly to the mailing address you provided (after you have your fingerprints taken, typically takes about 2 weeks)
- Upload your results to Faith- Justice Clearance blackboard site by October 6th

4. **SJU Minors on Campus Policy: Instructions for Students and Volunteers: Protecting Children: Identifying and Reporting Sexual Misconduct.**

***Please see separate link on sju.edu/servicelearningstudents for Minors on Campus Policy Instructions*

5. **Submitting Your Background Check Reports**

- This is a *two* part process. You need to upload your required background reports and certificates to Faith-Justice Clearance Service-Learning blackboard site **and** bring copies of your reports to the community partner placement. **Both actions must be completed by October 6th.**
- First, double-check that you have all the necessary clearance reports and certificates saved to your computer or flash drive.
- Login to [SJU Blackboard Learn](#) using your SJU student login.
- Select Faith-Justice Service-Learning Clearances site
- Follow instructions on uploading your clearance reports and certificates.
- Upload your **completed** background check reports, Minors on Campus Certificate and Checklist to The Faith-Justice Service Clearance Blackboard site
 - For reimbursement of the FBI Fingerprinting, please include your FBI registration receipt with your SJU ID# written at the top of the receipt.

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- Deliver your completed background reports to your **community partner** by October 6th.
6. Submitting documentation for reimbursement of FBI:
- In order to be reimbursed for your FBI Background Check you will need to bring a copy of your FBI Registration with your SJU ID# written at the top of the receipt to The Faith-Justice Institute in Suite 131, Post Learning Commons during one of the designated drop-off times below:

Tuesday, October 3rd 11:00am-1:00pm

Thursday, October 5th 11:00am-1:00pm