

LEHIGH CARBON COMMUNITY COLLEGE

MEMORANDUM

TO: New Hires
FROM: Donna Williams, Director of Human Resources, Title IX/Equity Coordinator
RE: Background Clearance Requirement

Act 153 – The Pennsylvania state legislature sought to strengthen protections for children in the PA Child Protective Services Law. This went into effect on December 31, 2014 and now requires colleges and universities to obtain background clearances for any individual having routine interaction with children at the college or in a college-sponsored program, activity, or service. This requirement applies to college employees, volunteers, independent contractors, and students. This law requires mandatory reporting of suspected child abuse directly to the PA Department of Human Resources.

You will be required to obtain the three mandatory background clearances at your expense:

- 1) PA Criminal Background
- 2) PA Child Abuse History,
- 3) FBI Clearance Fingerprinting (IDEMIA).

These clearances must be obtained OR you must have proof that you sent for your clearances by your first day of work.

Below are the following required clearances and instructions to obtain them.

1. Act 34 - PA Criminal Background (On-line)

Results are instantaneous and you will be able to print your background check results. Make sure to print a copy of the certification form and submit to Human Resources.

<http://www.psp.pa.gov/Pages/Request-a-Criminal-History-Record.aspx#.Vkn8HfMo6po>

Cost \$22.

2. Act 151 - PA Child Abuse History (On-line)

Results will be mailed directly to you or can be viewed and printed at the website.

Provide the original clearance document to the Human Resources Office.

<https://www.compass.state.pa.us/cwis>

Cost \$13

3. Act 114 - FBI Clearance-Fingerprinting (On-line)

Effective November 28, 2017, the Commonwealth of PA has changed to a new electronic fingerprinting vendor, IDEMIA, for FBI criminal history background checks.

- Please go to the PA Department of Human Services (DHS) website by clicking on the following link:

<http://www.dhs.pa.gov/publications/findaform/childabusehistoryclearanceforms/index.htm>

DHS Service Code to be used is 1KG756. **DO NOT USE the Department of Education.**

Cost \$23.85

- **Your clearance will be mailed to you directly, not the employer.** Provide a copy of the document to the Human Resources Office. **(LCCC is not able to obtain your clearance through the IDENTIGO website.)**

IdentoGO Locations for Fingerprinting:

Allentown, PA (after 8-16-18)

101 North Cedar Crest
Allentown, PA 18104

Allentown, PA

1382 Hanover Ave.
Allentown, PA 18109

Hellertown, PA

1866 Leithsville Road
Hellertown, PA 18055

Reading, PA

1111 Commons Blvd.
Reading, PA 19605

Hazleton, PA

996 N Sherman Court
Hazleton, PA 18201

Wyomissing, PA

96 Commerce Drive
Wyomissing, PA 19610

Please contact the Office of Human Resources at 610.799.1005 if you have any questions.

8-6-18