Office Hours for Clearances:

Office Hours begin **Monday September 11th, 2017; Monday through Thursday 9:30 am-11:30 am and 12:35 pm-4:30 pm.** The last day of office hours will be **Monday October 16th, 2017.**

Please Note:

Please Note: Office Hours will **not be held:**

1. **Tuesday September 19th, 2017**

- If you have had your clearances/background checks processed by another agency, do not come to office hours, simply contact the agency and request copies, then send those copies to Yetunde Pinckney.

- If you have had clearances processed by the Netter Center, please email Yetunde to confirm that all three are on file and are still valid (myetunde@upenn.edu).

Netter Center for Community Partnerships
111 South 38th Street, 2nd Fl.
Philadelphia, PA 19104

Contact

If you have any questions or concerns regarding your clearances please contact Yetunde Pinckney myetunde@upenn.edu or 215-746-7882.
Getting Your Clearances Processed

1. Come to the Netter Center during office hours (see below) to have your PA Criminal Record clearance processed, be registered to get fingerprinted for the FBI clearance, and initiate the HireRight email invitation to complete the PA Child Abuse clearance.

2. The HireRight email invitation (entitled “University of Pennsylvania Background Verification Request for XX”) will contain a link and a temporary login and password. Please follow the link and complete the requested fields as soon as you receive the email.

You will receive multiple emails from HireRight; be sure to carefully read each email and take action where necessary. Some of the action steps have deadlines, please be sure to complete the instructions before the listed deadline.

In particular, three to five business days after you have set up your HireRight account, you will receive two emails that require your attention (“Information Needed for Your University of Pennsylvania Background Verification” and “PA Child Abuse Registry”). The “Information Needed for Your University of Pennsylvania Background Verification” will include a payment code and instructions for completing the PA Child Abuse clearance application. (You will be prompted to enter this information at the end of the clearance process. The payment code is only valid for five days upon receipt of this email.) “The PA Child Abuse Registry” will include full instructions on setting up your account and Keystone ID on the Compass website https://www.compass.state.pa.us/cwis/public/home.
Once you have set up your Keystone ID account, you will then have access to complete the PA Child Abuse clearance application on the Compass website. Please note that this application may take approximately 20-30 minutes to complete.

If you would like to receive a hardcopy of your PA Child Abuse clearance, be sure to use your permanent address. Please be assured that you will be able to access your clearance electronically even if you opt out of receiving a hardcopy. We strongly encourage you to request a copy for your personal records.

When you reach the question at the end: Did the organization that you are volunteering for provide a payment code? Mark ‘yes’ and refer back to the “Information Needed for Your University of Pennsylvania Background Verification” email and enter the payment code provided.

After completing the application on the Compass website, you will receive two final emails from PA.gov (“Application Submission Confirmation” and the “PA Child Abuse History Clearance Results”) informing you that your document has been received, is in process, and when the results will be available. These final emails are your notification that you have completed the HireRight process.

Please Note:

- The HireRight email invitation will expire thirty days after it is sent to you.
• If you are an international student, you do not need a Social Security number; you can provide a random twelve digit number to setup your HireRight account.

• You will need all of your prior addresses and the names all of your current and prior household members to complete the PA Child Abuse clearance application on the Compass website. Please be sure to have this information handy when completing the process.

• When you go to the Compass website to complete the Child Abuse clearance application, do not select Volunteer instead select School Employee Not Governed by Public School Code.

• The HireRight payment code will expire five business days from the date of the “Information Needed for Your University of Pennsylvania Background Verification” email.

• If you miss the deadline to complete the PA Child Abuse clearance application online, please contact Yetunde Pinckney and inform her that you missed the deadline and will need to restart the process.

3. Visit the UPS store with your FBI registration (provided during your office hour’s visit to the Netter Center) and your driver’s license or state identification; if you do not have either of these documents you must bring your passport. The UPS store provides fingerprinting services Monday-Friday 10-6pm. The FBI registration will expire ninety days from your receipt.
Once you have been fingerprinted, please request a receipt from the UPS store staff as proof that you were fingerprinted. **There is a $2 fee for the receipt**, it is permissible for you to skip this step if you are not able to cover the cost. **Please email a photo of the receipt to Yetunde Pinckney (myetunde@upenn.edu)**. She will confirm receipt; **this will be your confirmation that you have completed this part of the process**.

The completed FBI certificate will automatically be mailed via USPS directly to Yetunde Pinckney at the Netter Center.

If you would like to receive a hard copy of your completed PA Criminal Record, PA Child Abuse or FBI clearances, please submit an email request to myetunde@upenn.edu.

**Contact**

If you have any questions or concerns regarding your clearances please contact Yetunde Pinckney myetunde@upenn.edu or 215-898-5351.