Spring 2018 Office Hours for Clearances:

Office Hours begin **Tuesday January 9th, 2018; Monday through Thursday 9:30 am-11:30 am and 12:35 pm-4:30 pm.** The last day of office hours will be **Thursday February 15th, 2018.**

Please review this guide carefully in its entirety before your visit to office hours.

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

1. **Thursday January 24th, 2018**

- If you have had your clearances/background checks processed by another agency, do not come to office hours, **simply contact the agency to request copies, then email those copies to Yetunde Pinckney (myetunde@upenn.edu).**

- 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
Getting Your Clearances Processed

1. Come to the Netter Center during office hours (see below) to have your PA Criminal Record clearance processed, 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 setup 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 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. FBI Clearance: Please continue to the next page for instructions on how to complete the IDENTO FBI clearance process.
PA Required Background Checks

FBI FINGERPRINT PROCESS

Effective November 28, 2017
What you need to know

1. **Idento** is the new provider for FBI Fingerprints in PA: [identogo.com](identogo.com)

2. Use Service Code: **1KG6ZJ**

3. You must email Yetunde Pinckney ([myetunde@upenn.edu](mailto:myetunde@upenn.edu)) to request an **Authorization Code**, before you begin the pre-registration process.

4. You must pre-register for your print location (this can be managed online)

5. Your receipt is only valid for 6 weeks

6. The document is still valid for 5 years

7. You must email a copy of your FBI clearance to Yetunde Pinckney ([myetunde@upenn.edu](mailto:myetunde@upenn.edu)) within three days of receipt.
From the DHS homepage: dhs.pa.gov click on KeepKidsSafe.pa.gov
Once you move to the Idento site you will be asked for your **Service Code**. You will use... **1KG6ZJ**
Read carefully, select one identification document and follow the link. Remember to use the code 1KG6ZJ.
Enter the code **1KG6ZJ**
Click Here

Fill out all information according to the applicant
Click YES and enter the code provided to you by Yetunde Pinckney when prompted.
Enter your information

Enter your current mailing address. You are responsible for sending a copy of this document to the Netter Center upon receipt.
Choose what ID you will use

Enter work or home zip code
Choose your date and time, then click submit!

***Receipts are no longer valid for 90 days. You now have 6 weeks to have your prints taken. Turn around time to receive document will be 2-10 business days.*** Once you have received your clearance, please scan and email it to Yetunde Pinckney, at myetunde@upenn.edu within three days of receipt.

If you miss your appointment you can re-schedule online or call:

For PA – (844)-321-2101
General Customer Service – (844)-321-2124