Instructions for Obtaining and Submitting Background Check Reports

New Hires

***Please note that you will need a printer to complete this process.***

1. PA Criminal Record Check ($8 effective July 2015):
   - Registration Site: https://epatch.state.pa.us/Home.jsp
     - Click on “Submit a new record check”
     - Reason for Request: “Employment”
   - Click the Invoice Number (in blue) to print a receipt
   - Click “Certification Form” to print results (immediately if no record reported, within 21 days if record reported)

2. PA Child Abuse Check ($8 effective July 2015):
   - 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 will receive a temporary password via email
     - Select "Log-in" and use your Keystone ID and temporary password
     - Create your permanent password
     - 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
     - For Reason Fingerprinted, select “School Employee Not Governed by Public School Code”
     - **Once you enter your payment information, the very next screen is your receipt (it says “Payment Completed” at the top. You MUST print this now (there is no way to retrieve a receipt later).**
   - Click on “Finalize and Submit Application”
   - Print results online (you will receive an email notice when the background check is finished processing, it can take up to ~14 business days). If it has been three weeks or more and you have not received your results, please click here for instructions on requesting a duplicate copy.

3. FBI Fingerprint Check ($25.75 effective 02/15):
   - If you are out of state (not in PA) please click here for special instructions.
   - Registration Site: https://www.pa.cogentid.com/index_pde.htm
     - Under Registration Information, select “Register Online”
     - Read the notices and click to agree
     - If you are out of state and will not be able to get your fingerprints done at a Cogent site, click the “Fingerprint Card User” box
     - For Reason Fingerprinted, select “Colleges/Universities”
     - Complete the remaining information and payment section
   - Print registration receipt (starts with PAE)
• Get your fingerprints taken (you will need your registration receipt and proper ID):
  o Cogent facilities and hours ([https://www.pa.cogentid.com/index_pde.htm](https://www.pa.cogentid.com/index_pde.htm) under Print Site Locations)*
    o *If you are near campus the closest site 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.
• Results will be mailed directly to the mailing address you provided (after you have your fingerprints taken, typically takes about 2 weeks). If it has been three weeks or more and you have not received your results, please [click here](https://www.pa.cogentid.com/index_pde.htm) for instructions on requesting a duplicate copy.

4. Completed Reports
• For examples of acceptable completed clearance results please [click here](https://www.pa.cogentid.com/index_pde.htm). Please keep a copy for yourself in case you need it for anything in the future. Saint Joseph's University does not need the originals so we suggest submitting a copy and keeping the originals.

5. Submitting Your Background Check Reports
• Deliver your three (3) completed background check reports to Nicole Brown, Sr. HR Assistant for Employment, with your employment paperwork or on your first day of work.
• If any of your background checks are returned with a reported record, please contact Kristin Heasley, Director for Recruitment, Engagement & Retention ([kheasley@sju.edu](mailto:kheasley@sju.edu) or x3370) to discuss and/or schedule an appointment.

6. Reimbursement
• When you submit your three (3) completed background checks to the Office of Human Resources, include your receipts. Please allow for 2 weeks to receive your reimbursement.
• Please note that reimbursements will be processed and paid for directly through Human Resources, not through your department, and all employees (full-time, part-time, and temporary) are eligible for reimbursement.