Pennsylvania Legislation
Millersville University employees and Visiting Research Scholars are required to obtain three Pennsylvania clearances listed below:

- Criminal Background Clearance (Act 34)
- FBI Federal Criminal History - Fingerprinting (Act 114) – PA Dept. of Human Services
- Child Abuse History Clearance (Act 151)

When you have received the original results documents for the Act 114 FBI Fingerprint Clearance and the Act 151 Child Abuse History Clearance, mail or bring them to the Office of Human Resources, Dilworth Building Room 105.

Below are instructions for completing these clearances. The university cover will cover the cost of the Act 34 Criminal Record Clearance ONLY.

**ACT 34 CRIMINAL RECORD CHECK**
When you are ready to begin the Act 34 Criminal Record Check, please use the following instructions:
1. Email human.resources@millersville.edu
2. Subject: Act 34 Request
3. Body: Write out – First Name, Last Name, and the email address where you would like to receive the Act 34 information. Also include and the name of the Department and the name of the person for whom you will be working.
4. The Act 34 link will only be available for 72 hours. The application should take approximately 15 minutes to complete. Please email Human Resources when you know that you will have the time to complete the application within the 72-hour timeframe.

When the Act 34 background check is initiated, you will receive two separate emails.
- One email will provide a link and login instructions for completing the Act 34 background check
- The other email will provide the security PIN to access the system.

Results of the background check will be provided directly to Millersville University. You will be notified when the clearance has been completed and results received.

IF YOU HAVE QUESTIONS, CONTACT HUMAN RESOURCES:
Email: Human.Resources@millersville.edu
Phone: (717) 871-4950
ACT 151 CHILD ABUSE HISTORY CLEARANCE
To do this clearance you will need to provide your permanent addresses since 1975. You will also need to provide the names of individuals you have lived with since 1975. If you have lived with someone who is now deceased, you must still list their first and last names as well as their relationship to you. If you do not provide the names of your parents, your clearance will be delayed.

To complete this clearance
1. Go to https://www.compass.state.pa.us/cwis and click on CREATE INDIVIDUAL ACCOUNT. You will need to provide basic personal information and create security questions. (If you have already created a Keystone ID in order to view a SERS retirement account online, you can skip steps 1, 2 and 3.)
2. After doing this you will receive two AUTOMATED emails from the state. (These emails may go to a SPAM or junk mail account so please check those before recreating an account.) One email will include the Keystone ID that you registered; the other email will include a temporary password.
3. Use your Keystone ID and temporary password to log on again at https://www.compass.state.pa.us/cwis. You will be prompted to create a permanent password.
4. Log on again to https://www.compass.state.pa.us/cwis and start a clearance application.
5. You will need to provide addresses where you have previously lived (Country and State are required), names of all individuals with whom you have lived and any previous names you have used or been known by such as nicknames, aliases, or maiden names.
6. Part 2 eSignature – this is certifying that the information entered on the report is accurate and complete to the best of your knowledge. Click next.
7. Once the application is complete, you will receive an email confirming that your application has been successfully received. Print the confirmation page for your records. In a few days, you will receive another email indicating that your account has been updated with the results of your clearance.
8. To retrieve your Act 151 Child Abuse History Clearance, please log into the Child Welfare Portal, https://www.compass.state.pa.us/cwis/public/home click on Access My Clearances and you should see a long green box. In that box will be a link to download the results of your clearance. You may download your results and either print the document and bring it to the Human Resources Office or you may forward the pdf to us in an email (Human.Resources@millersville.edu).
9. If you do not receive your clearance, please call 1-877-371-5422.
ACT 114 Fingerprinting Clearance:

1. Go to https://www.identogo.com/locations/pennsylvania and click on “Digital Fingerprinting” at the bottom of the page. Once you are redirected, enter the following service code: 1KG8VY – Click “Go”
2. Select “Schedule or Manage Appointment”
3. **Essential Info:** Fill out your Legal Name and Date of Birth. Under “Method of Contact” fill in your email. You must confirm your email. It is not necessary to list your phone number but you are welcome to if you would like. Make sure to select your preferred method of contact as “Email”.
4. **Employer:** Please fill in the following information.
   
   **Employer Name:** Millersville University
   **Country:** United States
   **Address:** 20 Dilworth Road
   **City:** Millersville
   **State:** PA
   **Postal Code:** 17551

5. **Citizenship:** Fill out your Country of Birth, State/Province of Birth, and Country of Citizenship.
6. **Personal Questions:** Answer the questions asked.
7. **Personal Information:** Fill out the information requested. (Height, Weight, Hair Color, Eye Color, Preferred Language, Gender, Race, Ethnicity)
8. **Address:** Fill out the information requested. (Country, Address, City, Postal Code) This information is used by IdentoGo to send you a copy of the results.
9. **Documents:** In the dropdown menu, please select documentation that can be used as PROOF of ID for the fingerprint process. (NOTE: The preferred Proof of ID is “Driver’s License Issued by State or outlying possession of U.S.) Please answer the supplemental question that may be asked based on your selection.
10. **Location:** Please type in the following: SP-DILMILLU – Click “Search”
    Once you have typed in the location, click “Next” across from “IdentoGO, Dilworth Bldg Rm 105”
    ***IF YOU WOULD PREFER TO COMPLETE THE FINGERPRINTING AT A DIFFERENT LOCATION SIMPLY USE THE SEARCH FEATURE INSTEAD.***
11. **Payment:** Enter your preferred method of payment and click SUBMIT.
12. Select “Done” at the bottom of the final page. A receipt with the information that have filled out will be sent to you.

Once you have completed the registration process on the IdentoGo Site:

1. Go to https://www.signupgenius.com/go/60b054fa8a82ea3fd0-millersville (Note: Google Chrome or FireFox work best for opening the link)
2. Select an available time-slot. Make sure the slot is available.
3. After being redirected to the final page, click “Sign Up Now”

Once you receive your results in the mail, please send the results via mail to 20 Dilworth Rd, Millersville PA or bring the documentation to Human Resources, Dilworth Building Room 105.

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