

Applying For and Obtaining Your Child Protection Clearances

WHY do you need to have Child Protection Clearances?

Child Protection Clearances are required for new and current employees and appointees, as well as certain volunteers, who will have direct and/or routine contact with children under 18 years of age, provided these children are not subject to an exception.

Having your clearances means you are helping to **keep the University community safe** for each of our employees, students, volunteers, and visitors, as well as **complying with Pennsylvania state law**.

WHAT clearances do you need to obtain?

Certain offers of employment or appointments, and certain volunteers, with the University are contingent upon satisfactory results of the following Child Protection Clearances:

- » PA Criminal History Report (PATCH)
- » PA Child Abuse History Clearance (ChildLine)
- » FBI Criminal Background Check

ProVerify powered by Application Verification is the University's vendor to manage Child Protection Clearances. ProVerify works with University departments and areas to ensure that the University complies with Child Protection Clearance policies and Pennsylvania state laws.

If you have clearances from another employer that are less than 60 months old, you may be able to use them in addition to signing a Portability Statement. Copies of your clearances and the Portability Statement will need to be submitted and approved by ProVerify prior to starting employment.

Volunteer clearances are not accepted for employment purposes.

WHEN do you need to have your clearances?

All new hires are required to have their Child Protection Clearances submitted to and approved by the University and our vendor, ProVerify powered by Application Verification, **before starting employment**.

The process to obtain clearances begins shortly after you accept your verbal offer of employment.

You may not begin employment until your clearances have been obtained, submitted, and approved.

HOW do you obtain your clearances?

After accepting your verbal offer of employment at the University, you will be contacted by our vendor, ProVerify, to coordinate the Child Protection Clearance process.

This process includes a screening phone call in which ProVerify identifies a fingerprinting collection site, provides an FBI fingerprinting code, issues a ChildLine code, and discusses any associated clearance costs, if necessary. All of this information will also be emailed to you after the screening call.

After the initial screening call, you are responsible for taking the necessary steps as discussed with ProVerify to obtain your Child Protection Clearances.

Haven't yet received a verbal offer of employment? You may voluntarily pursue the required clearances on your own prior to receiving an offer of employment, however this is **not required** and **does not guarantee** an offer of employment by the University of Pittsburgh.

Instructions on obtaining your clearances voluntarily can be found on the reverse side/page 2.

How to Voluntarily Obtain Child Protection Clearances

If you have not yet received a verbal offer of employment, you may voluntarily pursue the required clearances on your own. **Please note: this is not required and does not guarantee an offer of employment by the University of Pittsburgh.**

These instructions are only applicable for those who are volunteering to obtain their own clearances. If you have accepted a verbal offer of employment, you should coordinate your clearances with ProVerify.

Note: Each of the three clearances have costs associated when requesting or completing them. Unless administration informs you otherwise, you will be responsible for any associated costs for obtaining the required Child Protection Clearances.

PA Criminal History Report (PATCH)

The PA Criminal History Report (PATCH) can be obtained online at <https://epatch.state.pa.us/Home.jsp>

Note: you must select the option for **employment** purposes; clearances completed for volunteer purposes will not be accepted.

FBI Criminal History Report

The FBI Criminal History background check is to be completed through Identogo, a national, certified fingerprinting and verification provider.

To begin applying for the FBI clearance, visit: <https://www.identogo.com/services/live-scan-fingerprinting>

1. Under "Select a Fingerprinting Service by State," select **Pennsylvania** and then select **Go**
2. From the left-hand side, select **Digital Fingerprinting**
3. When prompted to enter a service code, enter **1KG6RT** and then select **Go**; this code is for the "PDE-Colleges/Universities Teacher Education Program" FBI clearance
4. Select **Schedule or Manage Appointment**
5. Enter the required personal information on the "Essential Info" screen, then select **Next**
6. Enter the employer information:
 - » **Employer Name:** University of Pittsburgh
 - » **Country:** United States
 - » **Address Line 1:** 4200 Fifth Avenue
 - » **City:** Pittsburgh
 - » **State:** Pennsylvania
 - » **Postal Code:** 15260
7. Enter the required personal information or answer the required questions on the "Citizenship," "Personal Questions," and "Personal Info" screens, selecting **Next** to advance between screens
8. On the "Address" screen, be sure to enter a mailing address in which you have access, as this is the address that your results will be mailed, then select **Next**
9. On the "Documents" screen, select the identification document(s) that you plan to bring with you when you go to your fingerprinting appointment; you will be prompted to confirm whether or not the name on your documents matches the name under which you are enrolling, then select **Next**
10. On the "Location" screen, enter the zipcode of the area in which you plan to get your fingerprints taken
 - » If you are getting your fingerprints taken at the UPS Store near the Pittsburgh campus, enter zipcode **15260**, select **Search**, select the "Pittsburgh, PA 3945 Forbes Avenue" option, then select **Next**
11. On the "Date and Time" screen, you can either select a specific date and time to schedule an appointment or you can select the walk-in option to go at your earliest convenience
12. Select **Submit** and then check your email to find your confirmation email from Identogo
 - » **Be sure to save the email from Identogo**; if the results of this clearance are not mailed to you prior to your first day of employment, you will not be able to begin working per Pennsylvania state law
13. When you go to the Identogo location, you will be asked to provide payment for the clearance and fingerprints; Identogo accepts the following payment methods: authorization code, business check, money order, and credit card

PA Child Abuse History Clearance (ChildLine)

The PA Child Abuse History Clearance (ChildLine) can be obtained online by creating an individual account at <https://www.compass.state.pa.us/cwis/public/home>

Note: under the "Application Purpose" section, you should select **"Employee Not Governed by Public School Code"**; clearances completed for Volunteer purposes will not be accepted.