NATIONAL YOUTH HUNTER EDUCATION CHALLENGE BACKGROUND CHECKS REQUIRED

Three background checks will need to be completed and approved prior to June 30th the ensure you are approved to be involved with NYHEC in PA *(These you can begin filling out **BEFORE** you complete the Registration for NYHEC via the NRA website)*

- *Pennsylvania Child Abuse History Clearance (CY113)*
- *Pennsylvania State Police Criminal Record Check (SP4-164A)*
- *Federal Bureau of Investigation Criminal Background Check*

If you completed these forms for NYHEC 2016 please email me first at bdavis@nrahq.org so I can check our files and see if I have your paperwork.

NRA is NOT covering costs associated with this checks for 2018. Every Volunteer and Coach needs to complete these.

Once completed please email me copies of your results>> bdavis@nrahq.org OR mail them to: National Rifle Association Attn: Robert Davis 11250 Waples Mill Rd. Fairfax VA 22030

1. PA Child Abuse History Clearance
Good if obtained in the last 60 months (5 years)
Volunteer background check fee waived 1 time every 5 years. ($8)

Go to this link >>> https://www.compass.state.pa.us/cwis/public/home

- Click on Create Individual Account
  - For this check it will ask for a Keystone ID, The Keystone ID is essentially a username you will make up on your own.

2. PA Criminal Record Checks for Volunteers
$22 fee

- Go to this Link>> https://epatch.state.pa.us
- Click on NEW RECORD CHECK
- Check the acknowledgment box and click submit
- Complete the form

3. Federal (FBI) Criminal History Report
http://dhs.pa.gov/publications/findaform/childabusehistoryclearanceforms/index.htm

FEDERAL BUREAU OF INVESTIGATION (FBI) CRIMINAL BACKGROUND CHECK INSTRUCTIONS

*IMPORTANT INFORMATION: The Commonwealth has transitioned to a new FBI Criminal Background Checks vendor, IDEMIA (also referred to as IdentoGo and MorphoTrust).

General Information
The Pennsylvania Department of Human Services utilizes IDEMIA to process fingerprint-based FBI criminal background checks. The fingerprint-based background check is a multi-step process. For general questions about FBI clearances, please contact the FBI Background Check Unit at 717-783-6211 or 1-877-371-5422. For IDEMIA registration, processing, or billing questions, please contact IDEMIA/IdentoGo at 1-844-321-2101.

Fingerprinting Process

• Appointments to be fingerprinted are not required, but **pre- registration** is required either online or by phone. To register online, please go to *https://uenroll.identogo.com* ; by telephone please call 1-844-321-2101 and listen to the options menu.

• When you or your employee or volunteer register, the employer will have to provide a service code. Please refer to the Service Code table below. The employer shall review the service codes below to determine which code best suites the volunteer or employee. Once determined, provide this code to the volunteer or employee so they may register. Please note the "DHS volunteer" service code would include all volunteer services. It is titled "DHS" because it is a DHS, Child Protective Services Law requirement.

• Once registered, you may walk- in during a location's posted hours of operation, but scheduling an appointment may lead to lesser/no wait times. In order to pre-register for a FBI background check and/or find a fingerprinting location, applicants should access the IDEMIA website. It is strongly encouraged that the employee or volunteer contact the site prior to going there as the information on the IDEMIA website may differ from actual hours of operation.

SERVICE CODE- 1KG6ZJ
DHS VOLUNTEER
Department of Human Services
An individual applying for or holding an unpaid position as a volunteer with a child-care service, a school or a program, activity or service, as a person responsible for the child's welfare or having direct volunteer contact with children.

<u>**OUT OF PA STATE RESIDENTS INFO BELOW:**</u>

Applicants who reside out of state, or are physically unable to go to a location to be fingerprinted, may use the Card Scan Processing Program. This program utilizes advanced scanning technology to convert a traditional fingerprint card (hard card) into an electronic fingerprint record. Converting a "hard card" into an electronic record enables an applicant to have their fingerprint record processed as quickly as if they had traveled to an electronic fingerprint processing location. The section below details the procedures for submitting fingerprints to the Card Scan Processing Unit.

Applicants must complete the entire registration process, including providing payment via credit card or eCheck or identifying the account for billing during the registration. *When paying by check, only business checks and money orders are accepted. These should be made payable to MorphoTrust USA LLC.*

https://uenroll.identogo.com Go here where it says "Enter Service Code" put in 1KG6ZJ (This is the code for PA volunteers) Select Submit a fingerprint card by mail fill out the following form, pay the associated Fee and they will give you a REGISTRATION NUMBER, this will need to be put on the fingerprint card.

A registration number will be supplied at the end of the registration process. This registration number must be recorded on the fingerprint card when it is submitted for proper processing and to avoid delays.
Pre-registration and pre-payment are required for all cardscan submissions. Any cards received without both those requirements being met will be returned to applicant unprocessed.

Applicants should obtain a set of fingerprints from a local law enforcement agency or other entity that provides fingerprinting services. These fingerprint cards may be either traditional ink rolled fingerprints or electronically captured and printed fingerprint cards.

Fingerprints must be submitted on FBI applicant cards (FD-258).
FBI fingerprint cards are available from the state agency requiring you to be

fingerprinted (i.e. Department of Education, Insurance, Labor, etc.) *Due to agency specific information, we do not provide fingerprint cards to applicants.*

Applicants need to make sure the fingerprint card is completely filled out. Required information includes: ORI number, full name, social security number, date of birth, home address, sex, height, weight, hair color, eye color, place of birth (state or country only), citizenship, reason fingerprinted and the confirmation number provided to you at the end of the registration process.

The ORI number and Reason Fingerprinted that must be used on the fingerprint card should be provided by the licensing or certifying agency.

Failure to completely fill out the information on the fingerprint card will result in the card being returned to the applicant, which will delay the fingerprint submission process.

• The fully completed card should then be mailed to the following address:

IDENTOGO
CARDSCAN DEPARTMENT
6840 CAROTHERS PARKWAY, STE 650 FRANKLIN, TN 37067-9929

Please include a daytime telephone number where the applicant can be reached if we have a question about the fingerprint card.

• ***Do not send completed certification or licensing applications to IdentoGO.*** These documents should be returned to the state agency that will be issuing the license.

• Applicants wishing to verify that a fingerprint card has been processed may call (866) 254- 2366 and speak with a customer service representative. Please allow 5-7 business days after mailing for results to be communicated after mailing the cards before calling to inquire.

Results for both out of state/in state can take anywhere from 2-6 weeks. Please plan accordingly