East Stroudsburg University
Current Employees
Clearance Requirements and Forms

All Current Employees must:

1. Complete all forms in the packet and return to Human Resources
2. Have fingerprint taken

**ALL of the steps** must be completed as mandated by New PA State Legislation Act 153 as it relates to Act 114 and Act 151.

**Paperwork can be submitted to:**
Email/Scan to: jdiaz@esu.edu
Fax to: Jessica Diaz, ESU Human Resources at 570-422-3450
In person: Human Resources, Reibman Building, Room G-1

**Exemption:** If you have completed all three of these background checks within the past year, you do not need to complete these forms, but you must provide ESU Human Resources with copies for each of the verification.

**Step 1:** The following two (2) forms need to be completed and returned to the Human Resources Office.

1. **Justifacts Credential Verification, Inc. Form:**
Within a few days of turning in these forms into the Human Resources Office you will receive an E-mail from Justifacts. This e-mail will have instructions and a link to complete the PA Child Abuse History Clearance. YOU MUST COMPLETE THAT ONLINE CLEARANCE WITHIN THREE (3) DAYS OF RECEIVING THE E-MAIL FROM JUSTIFACTS.

2. **Fair Credit Reporting Act Disclosure Form**

**Step 2: FBI Finger Printing (Must be completed in the State of PA)**

To register:
1. Go to: https://www.pa.cogentid.com/index.htm (Dept. of Public Welfare)
2. Go to register on-line.
3. Click on Payment Type choose: Agency
4. Agency ID: PADW65299
5. Billing PASSWORD: P152C74959
6. Reason for fingerprinting: EMPLOYMENT WITH A SIGNIFICANT LIKELIHOOD OF REGULAR CONTACT WITH CHILDREN

(CON'T ON BACK)
7. Print “Proof of Registration Receipt”

8. You must go to Get your finger prints taken.
   a. This MUST be completed in the State of Pennsylvania.
   b. All site locations can be found on the website above at “Print Site Location”.

9. Closest site to ESU is the UPS Store located in the Eagle Valley Mall in East Stroudsburg. (Site information in this packet).
   a. You must bring a photo ID and your Registration ID (Received when registering above)

10. Important! Once your finger prints have been taken, return to the Cogent Website (Step 2) click “Registration Status” and print a copy to submit with your other paperwork.

IMPORTANT TO KEEP:
When you receive the background check results in the mail, ORIGINALS must be brought to the Office of Human Resource Management.
Notification and Authorization to Conduct Employment Background Investigation

I hereby authorize Justifacts Credential Verification, Inc, an Agent for East Stroudsburg University of Pennsylvania to investigate my background to determine any and all information of concern to my record, whether same is of record or not, and I release employers and persons named in my application from all liability for any damages on account of his/her furnishing said information. I understand that this form indicates that a background search will be conducted and that this is my notification of that intent. I understand that the purpose of this background investigation is to determine my suitability for employment and may elicit information on my character, general reputation, personal characteristics and mode of living.

Additionally, you are hereby authorized to make any investigation of my personal history, educational background, military record, motor vehicle records, criminal records, workers compensation, and credit history through an investigative agency of your choice. I authorize the release of this information by the appropriate agencies or credit bureau to the investigating service. This authorization, in original or copy form, shall be valid for this and all subsequent reports needed as it pertains to employment.

PLEASE PRINT CLEARLY

FULL NAME: __________________________________________

OTHER NAMES USED/MAIDEN NAME/DATES: ________________________________

CURRENT ADDRESS: __________________________________________

SOCIAL SECURITY #: _____________________ DATE OF BIRTH: ____________

DRIVER’S LICENSE #: _____________________ STATE ISSUED: ____________

SIGNATURE: ___________________________________ DATE: ____________

Under Section 1786.22 of the California Civil Code, you have the right to request from Justifacts, upon proper identification, the nature and substance of all information in its files on you, including the sources of information, and the recipients of any reports on you that Justifacts has previously furnished within the two-year period preceding your request. You may view the file maintained on you by Justifacts during normal business hours. You may also obtain a copy of this file upon submitting proper identification and paying the costs of duplication services.

Upon making a written request, you may receive a summary of your report via telephone.

☐ California, Minnesota & Oklahoma Applicants Only: Please check this box if you would like a copy of the background check mailed to you. Minnesota and Oklahoma applicants will receive a copy direct from Justifacts or its designee. California applicants may receive a copy from either the prospective employer or Justifacts.

NOTICE: Under federal law, you have the right to request disclosure of the nature and scope of our investigation by providing us with a written request within 60 days of our background investigation.

Subscriber certifies that consumer credit information, consumer reports, as defined by the Fair Credit Reporting Act, 15 U.S.C. 1681 at seq. ("FCRA"), will be ordered only when intended to be used as a factor in establishing a consumer’s eligibility for employment and that consumer credit information will be used for no other purposes. It is recognized and understood that the FCRA provides that anyone “who knowingly and willfully obtains information on a consumer from a consumer reporting agency” (such as Justifacts) “under false pretenses shall be fines not more than $5,000 or imprisoned not more than two years or both.” REV. 3/05

E-Mail Address: __________________________ (please print clearly)

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FAIR CREDIT REPORTING ACT DISCLOSURE
(Required use under Section 604(b) of the FCRA)

East Stroudsburg University (the “company”) intends to obtain and use a consumer report or an investigative consumer report from an external consumer reporting agency for employment purposes. These purposes may include but are not limited to:

- considering your application for employment;
- making a decision whether to offer you employment with the company;
- deciding whether to continue your employment (if you are hired by the company);
- doing periodic rescreening of current employees, and/or;
- making any other employment decisions affecting you.

A consumer reporting agency is a person or business that regularly assembles or evaluates consumer credit information or other information on consumers. As an applicant or an employee, you are considered a “consumer” under the Fair Credit Reporting Act.

A consumer report may include information about your character, general reputation, personal characteristics, or mode of living, which is used or collected for employment purposes. An investigative consumer report also involves personal interviews with sources such as employers, educators, etc.

You have a right to request disclosures of the nature and scope of any investigative consumer report that the company obtains about you. You also have other rights under the Fair Credit Reporting Act, a summary of which is available at: http://www.ftc.gov/os/2004/11/041119factaappf.pdf.

ACKNOWLEDGMENT
I hereby acknowledge that East Stroudsburg University may obtain consumer reports and investigative consumer reports about me from a consumer reporting agency and that they may consider information in consumer reports and investigative consumer reports as part of their decision making process regarding any aspect of my application for employment and/or continued employment with the company including periodic rescreening of current employees. I also acknowledge that I have received a copy of the Summary of Rights under the Fair Credit Reporting Act.

Signature

Full Legal Name (please print)

Date
## SITE INFORMATION

| Primary Service Location Address | The UPS Store #4628  
Eagle Valley Mall  
221 Skyline Drive Suite 208  
E Stroudsburg, PA 18301 |
|---------------------------------|---------------------------------------------------|
| Hours of Operations             | Mon – Fri 10:00am to 4:00pm  
Sat by appointment only  
Please bring your Registration ID and Photo ID  
You must make payment arrangements prior to coming, or bring a money order, in the correct amount made out to 3M COGENT  
Money Orders are available for purchase here  
This location cannot answer your background check questions. All questions should be asked of PDE or DPW. |
| Telephone Number (Applicant Use) | 570-420-1101  
Please register BEFORE you arrive for fingerprinting.  
Registration is available online 24 hours a day seven days per week at www.pa.cogentid.com  
Telephonic registration through Cogent Systems is available at 1-888-439-2486 Monday through Friday, 8AM to 6PM EST. |
| Web Site (Service Site Specific) | www.theupsstore.com/4628.htm |
| Directions to your facility     | 80 East or West – Exit 309  
1st light make a left. Go to end (light) and make a right. Stay in middle lane to stay on 447. Make a right when you see signs for the PNC Bank/Rite-Aid/Pocono Wellness/The UPS Store |
| Special Instructions for Applicants | Questions regarding the employment and application requirements should be directed to the hiring agency's human resource department. To determine whether applicants must register under the Department of Aging, the Department of Banking and Securities, the Department of Education, or the Department of Public Welfare, applicants must first talk with |