

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 fingerprints taken

**ALL of the steps** must be complete 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](mailto:jdiaz@esu.edu)

Fax to: Jessica Diaz, ESU Human Resources at 570-422-3450

In person: Human Resources, Reibman Building, Room G-1

***All background checks must be completed by East Stroudsburg University. We cannot accept clearances that have been done for another employer.***

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

**1. Authorization to Conduct Employment Background Investigation form:**

- Within a few days of turning in these forms into the Human Resources Office you will receive an E-mail from Justifacts "donotreply@justifacts.com. 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.**
- Please keep all the emails you receive as well as the Keystone ID and password that you create when completing the online PA Child Abuse History Clearance. You will need this information to access your clearance report when the results are complete.
- When your child abuse history clearance is complete you will receive another email from [noreply@pa.gov](mailto:noreply@pa.gov) subject line "Pennsylvania Child Abuse History Clearance Results".
- Download and save the child abuse clearance report to your computer.
- You will use the link in the first email from [donotreply@justifacts.com](mailto:donotreply@justifacts.com) to upload your clearance report to Justifacts.

**2. Consumer Report Disclosure**

**Step 2: FBI Finger Printing**

To register:

1. Go to: [https://www.pa.cogentid.com/index\\_dpwNew.htm](https://www.pa.cogentid.com/index_dpwNew.htm) (Dept. of Human Services)
2. Go to register on-line.
3. Click on Payment Type choose: Agency
4. Agency ID: PADW65299

**(CON'T ON BACK)**

5. Billing PASSWORD: P152C74959
6. Reason for fingerprinting: SELECT "Employment with significant likelihood of regular contact with children".
7. Print "Proof of Registration Receipt"
8. You must go to ***Get your finger prints taken.***
  - a. 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 and BRING TO HR:**

1. **When you receive the FBI results in the mail, ORIGINALS must be brought to the Office of Human Resource Management.**
2. **We do not need a copy of your Child Abuse Clearance History, please retain for your records.**

# Authorization to Conduct Employment Background Investigation

I hereby authorize Justifacts Credential Verification, Inc., an Agent for East Stroudsburg University, to conduct the following background clearance checks required pursuant to the Pennsylvania Child Protective Services Law (CPSL) - Title 23 section 6344:

1. A criminal history record check from the Pennsylvania State Police (PSP).
2. Certification from the Department of Human Services as to whether the individual is named in the statewide database as a perpetrator in a pending child abuse investigation or in a founded or indicated report of child abuse within the last five years.
3. A FBI criminal history record check. The individual must submit a full set of fingerprints via Cogent Systems to obtain this report. Cogent Systems will submit the fingerprints to the Federal Bureau of Investigation for the purpose of verifying the identity of the individual and obtaining a current record of any criminal arrests and convictions.

I authorize the release of this information by the appropriate agencies to the investigating service. This authorization, in original or copy form, shall be valid for this and all future reports listed in 1-3 above while in the employ of East Stroudsburg University.

PLEASE PRINT CLEARLY

FULL NAME: \_\_\_\_\_

OTHER NAMES USED/MAIDEN NAME/DATES: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

SOCIAL SECURITY # \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

\*\*\* HAVE YOU EVER BEEN CONVICTED OF A CRIME? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

*Note: No applicant will be denied employment solely on the grounds of conviction of a crime. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position will be considered.*

**Notice to California Applicants** — By signing below, you acknowledge receiving the "Notice to California Residents". You may omit minor traffic offenses, any convictions which have been sealed, expunged or statutorily eradicated, convictions more than two years old for the following marijuana related offenses: HS11357b&c, HS11360c, HS11364, HS11365, HS11550, and misdemeanors for which probation was completed and the case was judicially dismissed.

**Notice to Massachusetts Applicants:** You may omit a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray, or disturbance of the peace, or any conviction of a misdemeanor where the date of such conviction or the completion of any period of incarceration resulting there from, whichever date is later, occurred five or more years prior to the date of this application for employment, unless you have been convicted of any offense within five years immediately preceding the date of this application for employment.

**Notice to New York Applicants** — By signing below, you acknowledge receiving a copy of Article 23-A of the New York Correction Law, governing the licensure and employment of persons previously convicted of one or more criminal charges.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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 et 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 fined not more than \$2,500 or imprisoned not more than two years or both."

## CONSUMER REPORT DISCLOSURE

**East Stroudsburg University** (the "company") intends to obtain and use a consumer report from **Justifacts Credential Verification, Inc.**, an external consumer reporting agency, to be used for employment purposes. These purposes may include but are not limited to:

- deciding whether to continue your employment;
- 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 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.

You will be asked to sign a separate authorized form setting forth the scope of the consumer report that will be obtained. You have a right to request disclosures of the nature and scope of any consumer report that the company obtains about you by contacting Justifacts Credential Verification, Inc. You also have other rights under the Fair Credit Reporting Act, a summary of which is available at:

<https://app.justifacts.com/pdfs/SummaryOfRightsUnderTheFCRA.pdf>

### ACKNOWLEDGMENT

I hereby acknowledge receipt of this disclosure and that **East Stroudsburg University** may obtain consumer reports about me from a consumer reporting agency and that they may consider information in the consumer reports as part of their decision making process regarding any aspect of my 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 \_\_\_\_\_