**Instructions for Obtaining King’s College Background Checks**

***INSTRUCTIONS FOR STUDENTS***

1. **FILL OUT KING’S FORMS**
2. Fill out all forms provided from the Shoval Center.
3. Please note: filling out the King’s-provided form for the Child Abuse Clearance fairly easy. However, if you would like you can get your Child Abuse Clearance online at <https://www.compass.state.pa.us/cwis/public/home>
4. **FBI BACKGROUND CHECK (SKIP TO PA Criminal Background Check if you have lived in PA 10 years)**
5. Look for an email generated by CBY Systems, Inc. Follow the instructions and fill out the online forms to register for an FBI Criminal Background Check. **MAKE SURE THAT YOU USE YOUR KING’S MAILING ADDRESS AS YOUR “HOME ADDRESS”** (otherwise the form will be mailed to your family, and you need your clearance here).
6. When you have completed the registration process for the FBI Background Check, you will receive an email with a registration code to have your fingerprints taken. Do not lose this registration code!
7. Go to room 115 or 117 at the Sheehy-Farmer Center for the time scheduled for your fingerprinting. Bring your registration code and a formal piece of ID such as a driver’s license. If you cannot make your appointment go to the Children’s Service Center at 324 S. Franklin St. anytime from 8:30am-12:30pm, Mon-Thurs. for a walk-in appointment.
8. **PA CRIMINAL BACKGROUND CHECK**
9. Using Internet Explorer go to <https://epatch.state.pa.us/Home.jsp> to apply for a criminal record check online.
10. Make sure you check “New Record Check (Volunteers Only)” to get started (otherwise you have to pay).
11. Check the box accepting the terms and conditions and click “Accept.”
12. Enter “VolunteerFREE” in REASON FOR REQUEST.
13. For the Volunteer Organization Name enter “King’s College” (even if you will be volunteering at another place).
14. Enter your own Personal Information (Do not include periods, dashes or commas in the address field).
15. Verify that all information is correct and click “Proceed.”
16. On the Record Check Request Form, enter your personal information again (you could enter someone else’s information, but you want a check done on yourself!)
17. Press “Enter this request”
18. DO NOT ENTER YOUR PERSONAL INFO AGAIN for another check—instead Press “Finished” at the bottom
19. Press “Submit”
20. Wait a minute while the application is processed.
21. Click on the blue Control Number hyperlink to get your results. It is in the “Record Check Requests” list—usually an eight digit number beginning with R (e.g. R12345678)
22. Click on the words/hyperlink “Certification Form” at the bottom.
23. Print out your certification form and bring to your professor or program director.
24. For questions regarding this website call toll-free 1-888-783-7972, option 2
25. **RETURN YOUR CLEARANCES TO YOUR PROFESSOR OR KING’S PROGRAM STAFF!**
26. When you receive them online or in the mail, return all clearances (FBI and PA Criminal Background Check) to your professor or King’s program staff!
27. You may get a copy of any of your clearances by going to the Student Affairs Office.