



Completion of Act 34, Pennsylvania Criminal Record Check; Act 151, PA Child Abuse Clearance; and Act 114, FBI Criminal Background Check

In accordance with [Act 153, of 2014 \(HB 435\)](#), [Board of Governors Policy 2009-01: Criminal Background Investigations](#), and [Board of Governors Policy 2014-01: Protection of Minors](#), all newly hired and current faculty/staff/coaches and student employees are required to satisfactorily complete the background investigation which includes, but is not limited to [Act 34, Pennsylvania Criminal Record Check](#); [Act 151, Child Abuse Clearance](#); and [Act 114, Federal Bureau of Investigation \(FBI\) Criminal Background Check](#). Lock Haven University covers the costs associated with this process.

Newly hired faculty/staff/coaches and student employees must complete this process prior to beginning employment. Employment is provisional for a single 90 day period provided application has been made for the background clearances referenced above and an "[Arrest/Conviction Report and Certification Form](#)" is signed and submitted to Human Resources.

Act 34 Pennsylvania Criminal Record Check:

- You will complete the form online during your appointment with LHU HR staff. Additional information can be found at: <https://epatch.state.pa.us>.

If you have questions about the Pennsylvania State Police Request form for Criminal Record Checks form (SP4 164), please call: 717-783-9973 or toll free 1-888-783-7972

Act 151 Child Abuse Clearance:

- Prior to your appointment with LHU HR, please visit the following site <https://www.compass.state.pa.us/CWIS> to create a login and password to complete this background check. Please complete this clearance **up to the point where it requires a payment code**. When you come to LHU HR for your appointment, a payment code will be provided. Be advised, this clearance process requires you to enter your current and former (from 1975 to present) addresses and those individuals with whom you resided during this same time period.

If you have any questions about the Pennsylvania Child Abuse History Clearance, please contact the ChildLine Verification Unit at 717-783-6211 or toll free at 1-877-371-5422

Act 114 FBI Criminal Background Check:

- You will complete the form online during your appointment with LHU HR staff. Additional information can be found at:
https://www.pa.cogentid.com/index_dpwNew.htm
- At the conclusion of your visit with LHU HR, you will receive a PAE# and complete the fingerprint process at one of the following locations. A valid photo ID is required.

Company	Address	Phone	Hours
LHU-Public Safety	Glennon Building 32 Glenn Road Lock Haven	570-484-2278	Please Call Sherry Herritt for an appointment
PA Career Link of Clinton County	8 North Grove St, Suite F, Lock Haven	570-893-4022	M-W 8:30A - 4:30P Tue, Thurs & Fri 8:30A – 12:30P
The UPS Store 0069	210 W Hamilton Ave, State College		M-F 8A - 6P Sat 9A-3P
Central Intermediate Unit 10	345 Link Rd, West Decatur	814-342-0884	M-F 8:30A – 3:30P
Penn State University	PSU Police, Eisenhower Parking Deck, University Park	814-863-1111	Mon, Wed & Thur 4:30P - 6:30P Tue 3:30P - 5:30P
Behavioral Advancements of DuBois	150 W. DuBois Ave, DuBois	814-375-7090	Mon, Tue, Wed & Fri 8:00A - 3:00P Thu 8:00A - 12:00P

- For questions and/or to schedule an appointment with Human Resources regarding the background check process please contact either:

Gayle Welshans
gwelshan@lhup.edu
 570-484-2485

Lori Caprio
lcaprio@lhup.edu
 570-484-2321