

MPC Background Check Procedures

As of May 18, 2009, all new employees of the Mechanicsburg Presbyterian Church and Playful Beginnings are required to complete a Federal Bureau of Investigation (FBI) Criminal Background Check, a Pennsylvania State Police Criminal Record Check, and a Pennsylvania Child Abuse History Clearance. All background checks must be no more than one year old at the time of hiring. The following information is provided to assist you accomplish this requirement.

Federal Bureau of Investigation (FBI) Criminal Background Check

The fingerprint-based background check is a multiple step process:

1. The applicant must register prior to going to the fingerprint site. Walk in service without prior registration will not be provided at any fingerprinting location. Registration is available online 24 hours per day, seven days per week at www.pa.cogentid.com. Telephonic registration is available at 1-888-439-2486 Monday through Friday, 8 am to 6 pm EST. Once at this website applicants are to select the Department of Public Welfare link. During the registration process, all demographic data for the applicant is collected (name, address, SSN, etc.) so there is no data entry required at the fingerprint collection site.
2. The applicant will pay a fee for the fingerprint service and to secure the Criminal Background Check report. Applicants may make their payment online at www.cogentid.com using a credit card or debit card. Money Orders or cashiers checks payable to Cogent Systems will be accepted on site for those applicants who do not have the means to pay electronically. **No cash transactions or personal checks are allowed.**
3. The applicant proceeds to the fingerprint site of their choice for fingerprinting. The location of the fingerprint sites and days and hours of operation for each site will be posted on Cogent Systems' website at www.pa.cogentid.com. The location of fingerprint sites may change over time so applicants are encouraged to confirm the site location nearest to their location.
4. DPW will receive the Federal Criminal History Record from the FBI. DPW's Background Check Unit through ChildLine and Abuse Registry will return the Federal Criminal History Record to the applicant. The Record will be printed on standard 8.5" X 11" paper that when copied will reveal "Void if Copied." This does not prohibit an employer from copying the applicant's results letter, it is solely a means to verify that it is an official record.
5. Upon receipt of the completed clearance from the agency, present the original to the MPC Office Manger for verification and copying. The background check is good for one year and is the property of the individual. Once copied for your applicant package, the original will be returned to you.

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Pennsylvania State Police Criminal Record Check

1. The application for this clearance is available online through the Pennsylvania State Police website at <https://epatch.state.pa.us/Home.jsp>
2. Click on Submit a New Records Check and follow the instructions.
3. There is a fee for submission of this request.
4. Upon receipt of the completed clearance from the agency, present the original to the MPC Office Manger for verification and copying. The background check is good for one year and is the property of the individual. Once copied for your applicant package, the original will be returned to you.

Pennsylvania Child Abuse History Clearance

1. Information on this clearance is located at www.dpw.state.pa.us.
2. Once at this web site click on PA Child Abuse History Clearance Forms link located on the right side of the page. This is a link to the Clearance Form and its instructions.
3. Complete all section of Form CY 113 and submit to the address listed on the form.
4. Enclose a \$10.00 Money Order Payable to Department of Public Welfare. Do not send cash or a personal check.
5. Upon receipt of the completed clearance from the agency, present the original to the MPC Office Manger for verification and copying. The background check is good for one year and is the property of the individual. Once copied for your applicant package, the original will be returned to you.