The Child Protective Services Law, and the State System of Higher Education Board of Governor’s Policy 2014-01-A require that all applicants/identified employees have valid, up-to-date background clearances. Specifically, all applicants/identified employees are required to successfully complete the Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal Record Check, and FBI Federal Criminal History Record every five (5) years through the Mansfield University process. Please complete the actions listed below in order to comply.

1. Complete this Form: “Mansfield University Clearance Authorization.”

The “Authorization to Conduct Employment Background Investigation,” the "Fair Credit Reporting Act Notification,” and the "State Specific Notices" sections must all be signed and dated.

Once you submit these forms, the Compliance Office will place an order with Justifacts and you will receive an email from Justifacts Credential Verification, Inc. with instructions for completing the PA Child Abuse History Clearance. Justifacts will complete the PA State Police Criminal Record Check with the information submitted on the Authorization form.

Please remember that you must upload your completed Child Abuse History Clearance report back to Justifacts, as directed in the initial email.

2. Apply for the FBI Federal Criminal History Record at:

https://uenroll.identogo.com/. This link will direct you to the IdentoGo website to register for an appointment to be fingerprinted.

a. Enter the Employee Service Code 1KG756.
b. Select “Schedule or Manage Appointment”.
c. Enter your “Essential Info” (Name/Method of Contact) and select “Next”.
d. Enter your “Citizenship” information and select “Next”.
e. Answer the “Personal Questions”. Select “Yes” to alias if you have a maiden name. Select “NO” for Authorization Code/Coupon Code. Select “Next”.
f. Enter your “Personal Info” and select “Next”.
g. Enter your Mailing Address and select “Next”. **Please note: Results are mailed to this address**
h. Select the identification “Documents” you will bring to the fingerprint location from the drop down list. Verify name match and select “Next”.
i. Enter SP-MANSFIELD in the zip code field, Select “IdentoGo, 112 Alumni Hall, Mansfield, 16933” and then select “Next”. If you want to be printed in an alternate location, enter your zip code and search for locations closest to you. Select “Next”. **Please note – you will have to pay for fingerprints done at locations other than MU and then submit for reimbursement.

j. Select a date and time, then select “Submit”.
k. Print your Service Summary and take this form, and the identification documents you selected to Mansfield University, Alumni Hall, Room 109, 31 S. Academy Street, Mansfield, PA 16933 to be fingerprinted.

3. Return the ORIGINAL RESULTS of FBI Fingerprint background clearance to the Associate Director of Human Resources at Mansfield University, Alumni Hall, Room 112, 31 S. Academy Street, Mansfield, PA, 16933. The ORIGINAL RESULTS will arrive on blue paper, from the Department of Human Services, Harrisburg, PA, in approximately 10-14 days.

If you have any questions, please contact hrclearances@bloomu.edu for assistance.