

Northampton Township
Pennsylvania's Child Protective Services
Background Check Requirements

In accordance with Act 47, as of January 1, 2020, all employees having contact with children are required to obtain criminal background checks and the Pennsylvania Child Abuse History Clearance prior to beginning employment. The change eliminates the ability for agencies or organizations to hire employees on a provisional basis. This ensures that those who have contact with children meet state and federal requirements and enhances the safety of environments where children are served.

Follow the instructions below for each of the four required clearances / certificates. Please note that any clearances involving fees will be reimbursed by the Township. Applicants who possess results of clearances or background checks as listed below that are not expired may submit those original reports for review prior to submitting new clearance requests. Clearances / certificates are only valid for 5 years from the issue date and must be renewed.

PLEASE SUBMIT COPIES OF ALL FOUR CLEARANCES / CERTIFICATES TO MELISSA KENYON. They can be emailed to mkenyon@nhtwp.org, mailed to *Northampton Township, Attn: Melissa Kenyon, 55 Township Road, Richboro PA 18954*, or dropped off in the drop box located right outside the Administration Building. Please email with any questions

1. Complete the attached **Authorization / Release for Criminal History and Motor Vehicle Record Check**. If you are under 18, your parent or legal guardian must also sign the form. Return the completed form to Melissa Kenyon for processing. **Cost: \$0**. The Township will incur the cost of this certificate.
2. Visit <https://www.compass.state.pa.us/cwis/public/home> to process the **Pennsylvania Child Abuse History Certificate**. **Cost: \$13.00 (Reimbursable)**. Once your report is received, submit (1) a copy of the certificate, (2) a copy of your receipt, and (3) a reimbursement request form to Melissa Kenyon.
3. Visit <https://uenroll.identogo.com> and use **Service Code: 1KG738** to schedule a fingerprint appointment at a local agency to process a **FBI Criminal Background Check**. **Cost: \$23.85 (Reimbursable)**. Refer to the attached Identogo Fingerprint Service Code Form for a list of acceptable ID options which you must bring with you to your appointment. Once your appointment has occurred and your report is received, submit (1) a copy of your fingerprint result check, (2) a copy of your receipt, and (3) a reimbursement request to Melissa Kenyon.
4. Visit www.reportabusepa.pitt.edu to complete a 3-credit **Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania Training Course**. **Cost: \$0**. Once you have completed the online training, return a copy of your certificate of completion to Melissa Kenyon.

Northampton Township

Clearances Obtained for Employment Requirement Reimbursement Request

Date of Request: _____

Name: _____

Address: _____

Amount of Reimbursement: _____

ALL REIMBURSEMENT REQUESTS MUST BE ACCOMPANIED BY A RECEIPT

To receive a reimbursement for the cost of obtaining your PA Child Abuse History Clearance or FBI Fingerprinting Background Check Report (Identogo), please fill out this form and return it with (1) a copy of your clearance and (2) a copy of your receipt to Melissa Kenyon at mkenyon@nhtwp.org.

You may also mail or drop off this request to the Northampton Township Administration Building, 55 Township Road, Richboro, PA 18954.
Employment will be verified for all reimbursement requests.

If you have any questions, please email or call (215) 357-6800, ext. 278.

Thank you,

AUTHORIZATION/RELEASE
FOR CRIMINAL HISTORY AND MOTOR VEHICLE RECORD CHECK

I understand that as a condition of obtaining and/or maintaining employment or volunteer service with this municipality I am required to allow Northampton Township to complete a background investigation of me which includes criminal history and/or motor vehicle record (MVR) checks. So that Northampton Township can determine whether I have a criminal record or history of motor vehicle violations, I hereby authorize Northampton Township to have the Delaware Valley Municipal Management Association (DVMMA) obtain the required information on behalf of my prospective employer from the Pennsylvania State Police, the Federal Bureau of Investigation, the Pa. Bureau of Motor Vehicles, and any other government agency. In granting this authorization I acknowledge that DVMMA is acting solely as an agent for Northampton Township and is only authorized to provide the results of the criminal background and/or MVR checks to Northampton Township and no one else. I understand and agree that this authorization will also apply to any future updated criminal history and MVR information obtained by DVMMA on behalf of Northampton Township.

I hereby direct the Delaware Valley Municipal Management Association to release any criminal history and MVR information about me to Northampton Township. I understand that this information may be released or disclosed within the municipality and may later be disclosed by the municipality as otherwise required by law. I also hereby release DVMMA and its officers, agents and employees from any and all claims, liability and actions for damages of whatever kind which I may have at any time arising from DVMMA's role as agent for Northampton Township in obtaining and releasing to Northampton Township my criminal history and MVR information as authorized herein. DVMMA cannot act as a guarantor of information accuracy or completeness.

I hereby acknowledge receipt of a summary of my rights under the Fair Credit Reporting Act ("FCRA") entitled "**A Summary of Your Rights Under the Fair Credit Reporting Act**". I also acknowledge that a facsimile or photographic copy of this Authorization/Release shall be as valid as the original.

EMPLOYEE NAME

(Please Print Legibly) _____
 First Middle (full name) Last Maiden

Signature: _____ Date: _____

***Parental Acknowledgement – Complete if applicant is a minor (under age 18):**

Name of Parent/Legal Guardian (Print): _____ Signature: _____

CRIMINAL BACKGROUND CHECK – Information Required:

Print All Former Names Used:

(1) _____
(2) _____

Number of Years as Legal Resident of Pennsylvania: _____
(Note: If PA resident for less than five years, FBI background check is required.)

Date of Birth: _____ Sex: _____ Race: _____
Social Security Number (if available): _____

MOTOR VEHICLE RECORD CHECK – Information Required:

Drivers' License Number: _____ State: _____

**** Applicant should return completed form to Hiring Manager/Human Resource Contact who will forward form to DVMMA for processing.** (Revised 6/10/13)

Para informacion en espanol, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus that gather and sell information about your creditworthiness to creditors, employers, landlords, and other businesses. The FCRA gives you specific rights, which are summarized below. You may have additional rights under state law. For more information, go to www.ftc.gov/credit, or write to: Consumer Response Center, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

You must be told if information in your file has been used against you. Anyone who uses information from a consumer reporting agency to deny your application for credit, insurance, or employment – or take another adverse action against you – must tell you and give you the name, address, and phone number of the agency that provided the information.

You can find out what is in your file. At any time, you may request and obtain your report from a consumer reporting agency. You will be asked to provide proper identification, which may include your Social Security number. In many cases the report will be free. You are entitled to free reports if a person has taken adverse action against you because of information in a report; if you are the victim of identity theft; if you are the victim of fraud; if you are on public assistance; or if you are unemployed but expect to apply for employment within 60 days. In addition, you are entitled to one free report every twelve months from each of the nationwide credit bureaus and from some specialized consumer reporting agencies. See www.ftc.gov/credit for details about how to obtain your free report.

You have a right to know your credit score. Credit scores are numerical summaries of a consumer's creditworthiness based on information from consumer reports. For a fee, you may get your credit score. For more information, click on www.ftc.gov/credit. In some mortgage transactions, you will get credit score information without charge.

You can dispute inaccurate information with the consumer reporting agency. If you tell a consumer reporting agency that your file has inaccurate information, the agency must take certain steps to investigate unless your dispute is frivolous. For an explanation of dispute procedures, go to www.ftc.gov/credit.

Inaccurate information must be corrected or deleted. A consumer reporting agency or furnisher must remove or correct information verified as inaccurate, usually within 30 days after you dispute it. However, a consumer reporting agency may continue to report negative data that it verifies as being accurate.

Outdated negative information may not be reported. In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

Access to your file is limited. A consumer reporting agency may provide information about you only to people with a valid need as determined by the FCRA -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. **Identity theft victims and active**

duty military personnel have additional rights. Victims of identity theft have new rights under the FCRA. Active-duty military personnel who are away from their regular duty station may file “active duty” alerts to help prevent identity theft. For more information, visit www.ftc.gov/credit.

Your consent is required for reports that are provided to employers. A consumer reporting agency may not give out information about you to your employer, or potential employer, without your written consent. Blanket consent may be given at the time of employment or later.

You may choose to remove your name from consumer reporting agency lists for unsolicited credit and insurance offers. These offers must include a toll-free phone number you can call if you choose to take your name and address off lists in the future. You may opt-out at the major credit bureaus by calling 1-888-567-8688 (1-888-5OPT OUT).

You may seek damages from violators. If a consumer reporting agency, a user of consumer reports, or, in some cases, a furnisher of information to a consumer reporting agency violates the FCRA, you may sue them in state or federal court.

Identity theft victims and active duty military personnel have additional rights. Victims of identity theft have new rights under the FCRA. Active-duty military personnel who are away from their regular duty station may file “active duty” alerts to help prevent identity theft. For more information, visit www.ftc.gov/credit.

The FCRA gives several federal agencies authority to enforce the FCRA:

TO COMPLAIN AND FOR INFORMATION:	PLEASE CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4367 (Toll-Free)
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Programs Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-518-6360
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Division of Compliance & Consumer Affairs Washington, DC 20429 800-934-FDIC
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051



Fingerprint Service Code Form



Service Code is unique to your hiring/licensing agency. Do not use this code for another purpose.

Please bring one of the identification documents from the list below to your enrollment appointment.

- Driver's License issued by a State or outlying possession of the U.S.
- Driver's License PERMIT issued by a State or outlying possession of the U.S.
- ID card issued by a federal, state, or local government agency or by a Territory of the United States
- State ID Card (or outlying possession of the U.S.) with a seal or logo from State or State Agency
- Commercial Driver's License issued by a State or outlying possession of the U.S.
- Canadian Driver's License
- Department of Defense Common Access Card
- Employment Authorization Card/ Document (I-766) with Photo
- Foreign Driver's License (Mexico and Canada only)
- Foreign passport
- Military Dependent's Identification Card
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- U.S. Coastguard Merchant Mariner Card
- U.S. Military Identification Card
- U.S. Passport
- Enhanced Tribal Identification Card (for federally recognized U.S. tribes)
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States
- Uniformed Services Identification Card (Form DD-1172-2)
- Photo ID Waiver for Minors and U.S. Social Security Card or Birth Certificate



Don't have access to the Internet? You can still schedule an appointment by calling 844-321-2101