

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 STACEY SCHWENGELS. They emailed to sschwengels@nhtwp.org, mailed to Northampton Township, Attn: Stacey Schwengels, 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 Stacey Schwengels 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 Stacey Schwengels.
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: \$26.20 (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 Stacey Schwengels.
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 Stacey Schwengels.