

**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 enhance 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 for the purpose of employment 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.

1. PA State Police Criminal History Clearance: Complete the attached First Contact HR – Applicant Notice and Consent Document. If you are under 18, complete the First Contact HR – Minor Notice and Consent Document. Your parents or legal guardian must also sign the form. Return the completed form to Karissa Riley for processing. **Cost: \$0.** The Township will cover the cost of this clearance.

2. PA Child Abuse History Clearance: Visit <https://www.compass.state.pa.us/cwis/public/home> to create an account and submit the certification. Make sure the purpose of certification is for employment not volunteer. **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 Karissa Riley.

3. FBI Criminal History Background Check: Visit <https://uenroll.identogo.com> and use Service Code: 1KG756 to schedule a fingerprint appointment. **Cost: \$24.95 (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 results, (2) a copy of your receipt, and (3) a reimbursement request to Karissa Riley.

4. Child Abuse Recognition and Reporter Training: Visit www.reportabusepa.pitt.edu to complete a 3-credit Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania Training Course. The course is not live. You can stop and start as you wish. **Cost: \$0.** Once you have completed the online training, return a copy of your certificate of completion to Karissa Riley.

PLEASE SUBMIT COPIES OF ALL FOUR CLEARANCES / CERTIFICATES TO

Karissa Riley, Payroll Specialist

Email at kriley@nhtwp.org, or

Mail to Northampton Township, Attn: Karissa Riley, 55 Township Road, Richboro PA 18954, or
Drop off in the drop box located right outside the Administration Building

For any questions, you can reach out to Karissa by the above email or at 215-357-6800 ext. 278

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!
NO EXCEPTIONS!**

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 receipt of payment to Karissa Riley, kriley@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.

Additionally, you are required to provide either the original or a copy (we can make a copy for you) to the same contact above to receive the reimbursement payment. If you have any questions, please email or call 215-357-6800, ext. 278. Thank you.



**Background Screening and
Human Resource Solutions**

Applicant Notice and Consent Document

First Contact HR Fax Number: 267-419-1396

Client Name: Northampton Township

Client Code: NHTWP

Service Code: BasicMVR ☐

BasicPatch ☐

BasicPatchMVR1 ☐

OTHER ☐ _____ (please select)

Authorized Agent: _____ **Time/Date Sent:** _____

NOTICE TO JOB APPLICANTS

Your employer has contracted with **First Contact HR** to verify certain information contained in your application for employment (**including contract for services**) or provided by you during the interview process. The information requested below is necessary to complete this task. This information is **NOT** a part of the application for employment and will be used for the sole purpose of verification of information, and or statements made by you. ***Please complete all information requested.***

APPLICANT'S LEGAL NAME:

_____ Last Name

_____ First

_____ M.I.

_____ Generation

PHONE #: _____

E-MAIL ADDRESS: _____

CURRENT HOME ADDRESS:

_____ Street

_____ City/State

_____ Zip

MOVE IN DATE:

FORMER NAME / MAIDEN NAME:

_____ (Mo / Yr)

DATE OF BIRTH:

SOCIAL SECURITY #

_____ Month/Day/Year

DRIVER'S LICENSE #:

STATE OF ISSUANCE:

ADDRESS HISTORY: List all former addresses of residence within the past 7 years, beginning with the most recent and working back (if additional space is needed, please provide a second page):

_____ Number & Street Address

_____ City

_____ State / Zip

_____ Dates of Residence

_____ Number & Street Address

_____ City

_____ State / Zip

_____ Dates of Residence

It is possible that your employment or volunteer service may be determined in whole or in part by your employer using data from a report supplied by **First Contact HR**, 1035 Virginia Drive, Suite 204, Fort Washington, PA 19034. Pursuant to Section 609 of the Fair Credit Reporting Act, you may be entitled to a copy of this report.

APPLICANT CONSENT: I understand and agree that First Contact HR will verify all or part of the information I have given my employer. I understand that as a condition of obtaining employment and/or maintaining employment or volunteer service with this municipality I am required to allow my prospective employer to complete a background investigation on me which includes an identity verification, criminal history and/or motor vehicle record (MVR) checks. I hereby authorize First Contact HR to obtain the required information on behalf of my prospective employer from a national credit bureau, the Pennsylvania State Police, the Federal Bureau of Investigation (FBI), the PA Department of Transportation and any other government agency. If hired or contracted, this authorization shall remain on file and shall serve as ongoing authorization for the procurement of consumer reports at any time during my employment or contract period. I authorize the release of such information as may be necessary to verify the information I have provided.

APPLICANT'S SIGNATURE: _____ **DATE:** _____

www.firstcontacthr.com

First Contact HR – Applicant Notice and Consent Document

ADDITIONAL STATE LAW NOTICES

Under **CALIFORNIA, MAINE, MASSACHUSETTS, MINNESOTA, NEW JERSEY** and **OKLAHOMA** law, you have the right to receive a free copy of your consumer report by checking this box. ☐

If you are a **California, Massachusetts, Maine, New York or Washington** applicant, please also note:

CALIFORNIA: Under section 1786.22 of the California Civil Code, you may view the file maintained on you by First Contact HR during normal business hours. You may also obtain a copy of this file, upon submitting proper identification and paying the costs of duplication services, by appearing at First Contact HR's offices in person, during normal business hours and on reasonable notice, or by mail. You may also receive a summary of the file by telephone, upon submitting proper identification. First Contact HR has trained personnel available to explain your file to you, including any coded information. If you appear in person, you may be accompanied by one other person, provided that person furnishes proper identification.

MASSACHUSETTS: Where an investigative consumer report is requested, you have the right, upon written request, to a copy of the report.

NEW YORK: You have the right, upon request, to be informed of whether or not a consumer report was requested. If a consumer report is requested, you will be provided with the name and address of the consumer reporting agency furnishing the report. You may inspect and receive a copy of the report by contacting that agency.

You are also entitled to receive a copy of Article 23A of New York's Correction Law.

MAINE: You have the right, upon request, to be informed of whether an investigative consumer report was requested, and if one was requested, the name and address of the consumer reporting agency furnishing the report. You may request and receive from First Contact HR, within five business days of our receipt of your request, the name, address and telephone number of the nearest unit designated to handle inquiries for the consumer reporting agency issuing an investigative consumer report concerning you. You also have the right, under Maine law, to request and promptly receive from all such agencies copies of any such reports.

WASHINGTONSTATE: If we request an investigative consumer report, you have the right, upon written request made within a reasonable period of time after your receipt of this disclosure, to receive from us a complete and accurate disclosure of the nature and scope of the investigation we requested. You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

State-Specific Credit History Requests:

California, Connecticut, Maryland, Oregon and Washington State Applicants Only (AS APPLICABLE): I further understand that my employer will not obtain information about my credit history, credit worthiness, credit standing, or credit capacity unless: (i) the information is required by law; (ii) I am seeking employment with a financial institution (California and Connecticut only – in California the financial institution must be subject to Sections 6801-6809 of the U.S. Code); (iii) I am seeking employment with a financial institution that accepts deposits that are insured by a federal agency, or an affiliate or subsidiary of the financial institution or a credit union share guaranty corporation that is approved by the Maryland Commissioner of Financial Regulation or an entity or an affiliate of the entity that is registered as an investment advisor with the United States Securities and Exchange Commission (Maryland only); (iv) *the information is substantially job related, and the bona fide reasons for using the information are disclosed to me in writing, (**Employer to complete the question below)* (Connecticut, Maryland, Oregon and Washington only); (v) I am seeking employment as a covered police officer, peace officer or other law enforcement position (California and Oregon only - in Oregon the police or peace officer position must be sought with a federally insured

First Contact HR – Applicant Notice and Consent Document

bank or credit union), (vi) the employer reasonably believes I have engaged in specific activity that constitutes a violation of law related to my employment (Connecticut only), (vii) I am seeking a position with the state Department of Justice (California only), (viii) I am seeking a position as an exempt managerial employee (California only), or (viii)) I am seeking employment in a position that involves regular access to personal information of others (i.e., bank or credit card account information, social security numbers, dates of birth), other than regular solicitation of credit card applications at a retail establishment, I am seeking employment in a position that requires me to be a named signatory on the employer's bank or credit card or otherwise authorized to enter into financial contracts on behalf of the employer, I am seeking employment in a position that involves access to confidential or proprietary information of the employer or regular access to \$10,000 or more in cash (California only).

****Bona fide reasons why the employer considers credit information substantially job related (complete if this is the sole basis for obtaining credit information) or in California the COMPANY'S basis for the credit check:**

New Jersey Applicants Only:

New Jersey Consumers Have the Right to Obtain a Security Freeze

You may obtain a security freeze on your credit report to protect your privacy and ensure that credit is not granted in your name without your knowledge. You have a right to place a "security freeze" on your credit report pursuant to New Jersey law.

The security freeze will prohibit a consumer reporting agency from releasing any information in your credit report without your express authorization or approval. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. When you place a security freeze on your credit report, within five business days you will be provided a personal identification number or password to use if you choose to remove the freeze on your credit report or to temporarily authorize the release of your credit report for a specific party, parties or period of time after the freeze is in place. To provide that authorization, you must contact the consumer reporting agency and provide all of the following:

- (i) The unique personal identification number or password provided by the consumer reporting agency;
- (ii) Proper identification to verify your identity; and
- (iii) The proper information regarding the third party or parties who are to receive the credit report or the period of time for which the report shall be available to users of the credit report.

A consumer reporting agency that receives a request from a consumer to lift temporarily a freeze on a credit report shall comply with the request no later than three business days or less, as provided by regulation, after receiving the request. A security freeze does not apply to circumstances in which you have an existing account relationship and a copy of your report is requested by your existing creditor or its agents or affiliates for certain types of account review, collection, fraud control or similar activities. If you are actively seeking credit, you should understand that the procedures involved in lifting a security freeze may slow your own applications for credit. You should plan ahead and lift a freeze, either completely if you are shopping around, or specifically for a certain creditor, a few days before actually applying for new credit. You have a right to bring a civil action against someone who violates your rights under the credit reporting laws. The action can be brought against a consumer reporting agency or a user of your credit report.(2) If a consumer requests information about a security freeze, he shall be provided with the notice provided in paragraph (1) of this subsection and with any other information, as prescribed by the director by regulation, about how to place, temporarily lift and permanently lift a security freeze.



**Background Screening and
Human Resource Solutions**

Minor Notice and Consent Document

First Contact HR Fax Number: 267-419-1396

Client Name: Northampton Township

Client Code: NHTWP

Service Code: BasicMVR ☐

BasicPatch ☐

BasicPatchMVR1 ☐

OTHER ☐ _____ (please select)

Authorized Agent: _____ **Time/Date Sent:** _____

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APPLICANT'S LEGAL NAME:

Last Name

First

M.I.

Generation

PHONE #:

E-MAIL ADDRESS:

CURRENT HOME ADDRESS:

Street

City/State

Zip

MOVE IN DATE:

FORMER NAME / MAIDEN NAME:

(Mo / Yr)

DATE OF BIRTH:

SOCIAL SECURITY #

Month/Day/Year

DRIVER'S LICENSE #:

STATE OF ISSUANCE:

ADDRESS HISTORY: List all former addresses of residence within the past 7 years, beginning with the most recent and working back (if additional space is needed, please provide a second page):

Number & Street Address

City

State / Zip

Dates of Residence

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It is possible that your employment or volunteer service may be determined in whole or in part by your employer using data from a report supplied by **First Contact HR**, 1035 Virginia Drive, Suite 204, Fort Washington, PA 19034. Pursuant to Section 609 of the Fair Credit Reporting Act, you may be entitled to a copy of this report.

APPLICANT CONSENT: I understand and agree that First Contact HR will verify all or part of the information I have given my employer. I understand that as a condition of obtaining employment and/or maintaining employment or volunteer service with this municipality I am required to allow my prospective employer to complete a background investigation on me which includes an identity verification, criminal history and/or motor vehicle record (MVR) checks. I hereby authorize First Contact HR to obtain the required information on behalf of my prospective employer from a national credit bureau, the Pennsylvania State Police, the Federal Bureau of Investigation (FBI), the PA Department of Transportation and any other government agency. If hired or contracted, this authorization shall remain on file and shall serve as ongoing authorization for the procurement of consumer reports at any time during my employment or contract period. I authorize the release of such information as may be necessary to verify the information I have provided.

APPLICANT'S SIGNATURE: _____ **DATE:** _____

PARENT/GUARDIAN'S SIGNATURE: _____ **DATE:** _____

www.firstcontacthr.com

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MASSACHUSETTS: Where an investigative consumer report is requested, you have the right, upon written request, to a copy of the report.

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You are also entitled to receive a copy of Article 23A of New York's Correction Law.

MAINE: You have the right, upon request, to be informed of whether an investigative consumer report was requested, and if one was requested, the name and address of the consumer reporting agency furnishing the report. You may request and receive from First Contact HR, within five business days of our receipt of your request, the name, address and telephone number of the nearest unit designated to handle inquiries for the consumer reporting agency issuing an investigative consumer report concerning you. You also have the right, under Maine law, to request and promptly receive from all such agencies copies of any such reports.

WASHINGTONSTATE: If we request an investigative consumer report, you have the right, upon written request made within a reasonable period of time after your receipt of this disclosure, to receive from us a complete and accurate disclosure of the nature and scope of the investigation we requested. You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

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First Contact HR – Applicant Notice and Consent Document

bank or credit union), (vi) the employer reasonably believes I have engaged in specific activity that constitutes a violation of law related to my employment (Connecticut only), (vii) I am seeking a position with the state Department of Justice (California only), (viii) I am seeking a position as an exempt managerial employee (California only), or (viii)) I am seeking employment in a position that involves regular access to personal information of others (i.e., bank or credit card account information, social security numbers, dates of birth), other than regular solicitation of credit card applications at a retail establishment, I am seeking employment in a position that requires me to be a named signatory on the employer's bank or credit card or otherwise authorized to enter into financial contracts on behalf of the employer, I am seeking employment in a position that involves access to confidential or proprietary information of the employer or regular access to \$10,000 or more in cash (California only).

****Bona fide reasons why the employer considers credit information substantially job related (complete if this is the sole basis for obtaining credit information) or in California the COMPANY'S basis for the credit check:**

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You may obtain a security freeze on your credit report to protect your privacy and ensure that credit is not granted in your name without your knowledge. You have a right to place a "security freeze" on your credit report pursuant to New Jersey law.

The security freeze will prohibit a consumer reporting agency from releasing any information in your credit report without your express authorization or approval. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. When you place a security freeze on your credit report, within five business days you will be provided a personal identification number or password to use if you choose to remove the freeze on your credit report or to temporarily authorize the release of your credit report for a specific party, parties or period of time after the freeze is in place. To provide that authorization, you must contact the consumer reporting agency and provide all of the following:

- (i) The unique personal identification number or password provided by the consumer reporting agency;
- (ii) Proper identification to verify your identity; and
- (iii) The proper information regarding the third party or parties who are to receive the credit report or the period of time for which the report shall be available to users of the credit report.

A consumer reporting agency that receives a request from a consumer to lift temporarily a freeze on a credit report shall comply with the request no later than three business days or less, as provided by regulation, after receiving the request. A security freeze does not apply to circumstances in which you have an existing account relationship and a copy of your report is requested by your existing creditor or its agents or affiliates for certain types of account review, collection, fraud control or similar activities. If you are actively seeking credit, you should understand that the procedures involved in lifting a security freeze may slow your own applications for credit. You should plan ahead and lift a freeze, either completely if you are shopping around, or specifically for a certain creditor, a few days before actually applying for new credit. You have a right to bring a civil action against someone who violates your rights under the credit reporting laws. The action can be brought against a consumer reporting agency or a user of your credit report.(2) If a consumer requests information about a security freeze, he shall be provided with the notice provided in paragraph (1) of this subsection and with any other information, as prescribed by the director by regulation, about how to place, temporarily lift and permanently lift a security freeze.

Fingerprint Service Code Form

Service Name: Employee >=14 Years Contact w/ Children

To Schedule your ten-minute fingerprint appointment, simply visit
<https://uenroll.identogo.com> and enter the following Service Code

1KG756

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**