

**LOWER PAXTON TOWNSHIP**  
**Background Check Requirements**

A Pennsylvania State Police record check is required on all prospective hires. Depending upon the length of an individual's Pennsylvania residency, a Federal Bureau of Investigation (FBI) criminal background check may be required.

Additionally, and in accordance with Act 153 of the Pennsylvania Child Protection laws, prospective employees that are deemed to be 1) mandatory reporters and/or have direct contact with children, or 2) are responsible for the care, supervision and control of children, are required to have a favorable Pennsylvania Child Abuse History Clearance in addition to a favorable Pennsylvania State Police record check and a favorable Federal Bureau of Investigation criminal background check. Certain criminal offenses may disallow employment of individuals in a department based on the date, charge, count, and grade of the offense.

Information on obtaining the required background checks is provided below. Please follow the instructions on the respective websites. The hiring manager will inform you when it is time to begin the background check process. **These background clearances must be dated within five (5) years of date of hire and must be repeated every five (5) years.**

**Pennsylvania State Police Record Check**

<https://epatch.state.pa.us>

**Pennsylvania Child Abuse History Clearance**

<https://www.compass.state.pa.us/cwis/public/home>

**FBI Background Check**

<https://uenroll.identogo.com/>

Appointments to be fingerprinted are not required, but pre-registration is required and can be done either online or by phone. Use **Service Code 1KG738** (Pennsylvania Department of Human Services (DHS) – Child Care Services/Program Employee or Contractor) when registering.

To register online, please visit <https://uenroll.identogo.com/>.  
To register by phone, please call 1-844-321-2101.

For fingerprinting locations in your area:  
<https://www.identogo.com/locations>

A convenient location on the East Shore is listed below:

IdentoGO  
1800 Linglestown Road  
2<sup>nd</sup> Floor, Suite 201  
Harrisburg, PA 17110-3345  
Hours: Monday through Friday  
9:30 a.m. – 11:30 a.m.  
1:00 p.m. – 3:00 p.m.

Juveniles (14-17 years of age) may be exempt from an FBI criminal background check if a resident of Pennsylvania for ten (10) years and his/her parent or guardian affirms in writing that the minor has not committed a prohibited offense. You may request an exemption form from your hiring manager if this situation applies to you.