** If you are a volunteer, please follow background check clearance instructions at Clearance Requirements for Student Volunteers

The Commonwealth of Pennsylvania, in an effort to protect minors, enacted ACT 153 of the Pennsylvania Child Protective Services Law (CPSL) in 2014. In compliance with this Act, Villanova University requires that employees and volunteers who have direct contact with minors, as defined by law, undergo three criminal background checks: FBI fingerprint, PA State Police, and Child Abuse History. If you have already completed these clearances within the past 48 months for employment related purposes, you may submit copies to the Human Resources department via fax: (610) 519-6667 or email: clearances@villanova.edu.

If you have not completed these clearances we ask that you complete the forms below and return them to the Human Resources department. Please review the instructions to learn how to send a secure email file to clearances@villanova.edu. Alternatively, you may fax the documents to (610) 519-6667.

You can access the forms for the first two clearances by clicking on the links below.

- FBI fingerprint
  - Disclosure (for review only)
- PA State Police

Once you have returned the forms, the Human Resources department will register you for fingerprinting and send you a payment to complete the child abuse clearance application online.

** Child Abuse Clearance Application Process:**

- In order to complete the child abuse history clearance you will need to visit the Child Welfare Information Services (CWIS) website and create a new account to submit your child abuse history application.
- Please review the instructions provided on the Human Resources website before you start your application. It is strongly encouraged that you use either Google Chrome or Mozilla Firefox to complete this application. Please use the payment code that will be sent to you by the Human Resources department for processing in lieu of credit card information.

** FBI Fingerprint Process:**

- After you are registered for the fingerprint clearance, you will receive a separate email notification from Cogent when you are eligible to be fingerprinted. Please be sure to check both your inbox and junk mail for an email from noreply@mmm.com.
- Once you have received this confirmation email from Cogent you may visit the Public Safety department to process your fingerprints. Monday - Friday, 9am - 5pm (Walk-in
appointments only). Please take the information in the notification from Cogent with you to the fingerprint location along with identification as specified on the Cogent website.

As turnaround time for all background checks can vary, please be sure to complete the Child Abuse Clearance application online and your FBI fingerprints as soon as you receive your registration email from Cogent. You will need to bring the original FBI fingerprint results from the Department of Human Resources Criminal Verification Unit (blue form) along with all attachments to the Human Resources department to satisfy this part of your clearance requirements. It is imperative that you retain copies of all background check results. They are valid for 60 months.

Please contact the Human Resources department at (610) 519-7900 if you have any questions.