

INSTRUCTIONS FOR APPLYING FOR REQUIRED BACKGROUND CHECKS:

PROSPECTIVE EMPLOYEES

Any individual seeking employment with the City of Bethlehem is required to obtain the following three (3) background checks: Criminal History Record Information, Child Abuse Clearance, and Federal Criminal History Record Information. Please see below for instructions on how to obtain each background check. *Please note that you must provide documentation showing that you applied for the background checks in order to be hired. If you are hired by the City of Bethlehem you must submit background clearances to the Human Resources Office within 90 days of date of hire in order to maintain employment.*

1. Criminal History Record Information obtained from the PA State Police
 - a. To obtain this background you must:
 - i. **Submit a Record Check** by visiting the following website: <https://epatch.state.pa.us/Home.jsp> and clicking on “Submit a New Record Check”. This requires a credit card for payment. The fee is \$8.00.
 - ii. **Submit Criminal History Record Information** to the City of Bethlehem Human Resources Bureau, 10 E Church St, Bethlehem PA, 18018.
2. Child Abuse Clearance obtained through the PA Department of Public Welfare
 - a. To obtain this background you must:
 - i. **Apply** by visiting the following website and clicking on “Create A New Account” <https://www.compass.state.pa.us/cwis/public/home> and paying the \$8.00 fee OR by visiting the following website to fill out, print and mail the “Pennsylvania Child Abuse History Clearance” form along with a \$10.00 money order payable to the DEPARTMENT OF PUBLIC WELFARE.
 - ii. **Submit Child Abuse Clearance** to the City of Bethlehem Human Resources Bureau, 10 E Church St, Bethlehem PA, 18018.
3. Federal Criminal History Record Information obtained by submitting a full set of fingerprints to the PA State Police or its authorized agent for submission to the Federal Bureau of Investigation
 - a. To obtain this background you must:
 - i. **Register** – you must register prior to going to the fingerprint site. Walk in service is allowed but all applicants are required to complete pre-enrollment online or over the phone. You may register online at <https://uenroll.identogo.com/>. You may register over the phone by calling 1-844-321-2101. During the pre-enrollment process, you will be asked to provide demographic information. When registering use the following for the Service Code “1KG756”.
 - ii. **Pay fee of \$22.60.** You will pay a fee of \$22.60 for the fingerprint service and to secure an unofficial copy of the Criminal History Report. Major Credit Cards as well as Money Orders or Cashier’s Checks payable to Morpho Trust will be accepted on site. Cash and personal checks are not accepted..
 - iii. **Get fingerprinted.** After registration, proceed to the fingerprint site of your choice for fingerprinting. The location of the sites and days and hours of operation for each site are located at <https://uenroll.identogo.com>. *You must bring an acceptable photo ID (driver’s license or passport) to the facility or you will not be able to be fingerprinted.* The nearest sites are 1382 Hanover Ave, Allentown, and 1866 Leithsville Rd, Hellertown. The UPS Store 4803, 1866 Leithsville Rd, Hellertown, PA 18055 OR The UPS Store 2756, 3440 Lehigh St, Allentown, PA 18103.

- iv. **Submit Federal Criminal History Record Information** to the City of Bethlehem Human Resources Bureau, 10 E Church St, Bethlehem PA, 18018. If you obtain a receipt from the fingerprinting location indicating that you were fingerprinted that is sufficient for you to submit to HR until you receive the final background results.

Please contact Human Resources at 610-865-7015 if you have any questions regarding this process. Thank you.