

***INSTRUCTIONS FOR COMPLETION OF THE
BACKGROUND SCREENING AUTHORIZATION and RELATED FORMS***

- 1) COMPLETE THE BACKGROUND SCREENING and AUTHORIZATION FORM, SIGN AND DATE IT.
- 2) ATTACH A COPY OF YOUR VALID GOVERNMENT ISSUED PHOTO IDENTIFICATION TO THE BACKGROUND SCREENING AUTHORIZATION FORM.
- 3) COMPLETE THE REQUEST FOR CRIMINAL RECORD CHECK (FORM SP4-164) BY FILLING IN ONLY THE AREAS MARKED IN RED.
- 4) COMPLETE THE PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE FORM (SECTION 1 ONLY).
- 5) RETURN ALL FORMS TOGETHER AS DIRECTED.
- 6) DO NOT MAIL ANY FORMS TO ANY AGENCY YOURSELF UNLESS YOU HAVE BEEN SPECIFICALLY INSTRUCTED TO DO SO.
- 7) DO NOT ENCLOSE ANY CHECK OR MONEY ORDER FOR ANY FEES LISTED ON THE FORMS UNLESS YOU HAVE BEEN SPECIFICALLY INSTRUCTED TO DO SO.
8. **IF YOU ARE A NEW COACH or NEW EMPLOYEE (i.e. Have never worked or coached here and never been cleared here before by Solebury Township or in any NHS sport) AND ARE AGE 18 OR OLDER, YOU ARE ALSO REQUIRED TO COMPLETE THE FBI FINGERPRINT SCREENING PROCESS FIRST BY REGISTERING THROUGH COGENT SYSTEMS ONLINE THROUGH THE PA DPW WEBSITE AT https://www.pa.cogentid.com/index_dpw.htm AND THEN DELIVERING A COPY OF THE FBI RESULTS IN ADDITION TO THE REST OF YOUR COMPLETED FORMS TO SOLEBURY TOWNSHIP.**

DO NOT DELAY SUBMITTING THE REST OF YOUR FORMS WHILE AWAITING THE RESULTS OF THE FBI FINGERPRINT SCREENING.

PLEASE SUBMIT ALL FORMS WELL IN ADVANCE OF YOUR EMPLOYMENT OR VOLUNTEER DUTIES IN ORDER TO PERMIT EACH GOVERNMENT REVIEWING AGENCY AMPLE TIME TO COMPLETE THE CLEARANCE PROCESS.