

### CRIMINAL BACKGROUND CHECK & CHILD ABUSE CLEARANCE GUIDELINES

MISSIO certificate or degree program applicants must obtain a criminal background check and child abuse clearance, dated within one year of submittal of application, and provide a copy of each as part of the application. The criminal background check shows criminal charges, whereas the child abuse clearance shows individuals found responsible for indicated child abuse and neglect by the local department of child protective services. Results do not automatically qualify or disqualify applicants. Information will be assessed on a case-by-case basis. Please see guidelines below per your respective state. Submit a copy of each document via the following options: upload onto the online application, or mail, email or fax a copy to your admissions counselor or the Admissions Office ([admissions@MISSIO.edu](mailto:admissions@MISSIO.edu)). If you have any concerns, please discuss them with your admissions counselor.

**NOTE:**

- **For international applicants ONLY – International applicants without a valid social security number must follow the process described on p.3.**
- **For counseling program applicants ONLY: The original copy of both background check and clearance documents must be maintained by students as such documents will be required for use during fieldwork activities.**

**Pennsylvania**

Criminal history background check:

1. On <https://epatch.state.pa.us>, click on “New Record Check” Volunteers Only, and follow instructions.
2. You should receive a PDF version of background check results right away, if there are no findings.

Child abuse clearance:

1. At <https://www.compass.state.pa.us/cwis/public/home>, click “Create a New Account” in the “Child Welfare Portal” box in the center of the screen and follow instructions.
2. Choose “non-paid volunteer” and indicate “MISSIO Seminary” as the organization requiring the clearance.

**New Jersey**

Criminal history background check:

1. At [http://www.state.nj.us/njsp/about/serv\\_chrc.html#icbc](http://www.state.nj.us/njsp/about/serv_chrc.html#icbc)) print and fill out the New Jersey Universal Fingerprint Form (form A, under “Instructions for Obtaining Your Criminal History Record). For #25, occupation, write “Graduate student”; for #26, write “MISSIO Seminary, 200 N. Main St., Hatfield, PA 19440.”
2. Schedule your fingerprinting appointment through the link [www.bioapplicant.com/nj](http://www.bioapplicant.com/nj).
3. If you have questions about the details of this process, please contact the New Jersey State Police, Criminal Information Unit, (609-882-2000 ext. 2918).

Child abuse clearance:

1. New Jersey will only complete a Child Abuse Clearance if requested by the organization where you are working or volunteering. Therefore, it is not required now as part of the application process. **For counseling program students, the clearance will be required upon start of fieldwork activities.**

## Office of Admissions

### Maryland

Criminal history background check:

1. At <http://www.dpscs.state.md.us/publicservs/fingerprint.shtml>, select a fingerprint service provider. It is advisable to scroll down past the list of private providers to the section titled "CJIS Operated Fingerprinting Services" (beneath "How to Become a Private Provider"). The first location (Reisterstown Rd.) is in Baltimore and provides walk-in fingerprinting. The next five locations are Motor Vehicle Administration (DMV) sites that do require an appointment. These six locations charge a set \$38 for the service, whereas the private providers have variable rates (\$18 for background check + variable rates for the actual fingerprinting service). If you use one of the private providers, it is wise to inquire about the price beforehand.
2. When you go to your fingerprinting appointment, tell them the prints are for "individual review." This will prompt them to electronically send the prints for review.
3. If you have questions about the details of this process, please contact the Maryland Call Center, 888-795-0011.

Child abuse clearance:

1. Print and fill out the "Consent for Release of Information/Background Clearance Request" at <http://www.dhr.state.md.us/blog/wp-content/uploads/2012/10/bgclear.pdf>. Follow instructions. Note: In Part 1A (Release to Self), check #1 ("to determine if I have been found responsible for indicated or unsubstantiated disposition for a child abuse or neglect investigation"). Leave Part 1B blank.

### Delaware

Criminal history background check:

1. Contact the Delaware State Bureau of Identification at 302-739-5884 to locate the nearest police department. Visit the department to request a criminal history. It will cost approximately \$52.
2. Child abuse clearance:

Delaware is only required to complete a child abuse history for foster or adoptive parent situations. Therefore, it is not required now as part of the application process. **For counseling program students, the clearance may be required upon start of fieldwork activities.**

### Other States

Contact your state police department to obtain your criminal history background check. Contact your state's department of child protective services to obtain your child abuse clearance. The following website may be helpful:

<http://www.casaforchildren.org/atf/cf/%7B9928CF18-EDE9-4AEB-9B1B-3FAA416A6C7B%7D/State%20by%20State%20Information%20for%20Obtaining%20a%20CAR%20Check-final-3%2031%2015.pdf>

### International applicants

Please view the International Student Information webpage to read over all TOEFL requirements and download all necessary international forms: <http://missio.edu/become-a-student/intl-student-information>.

International student background check verification form must be completed by all international students without a valid social security number.

## INTERNATIONAL STUDENT BACKGROUND CHECK VERIFICATION PROCESS

Background checks and child abuse clearances can only be completed when there is a valid social security number. International students who come into the US with a visa and no social security number should have been given a background check during their interview for admission into the US.

1. Check the applicable line below and sign to verify that a background check was completed during your interview for admission into the US and that you have no criminal history. Make a copy of this form for your records and give the original to the Admissions Office.
2. If a background check was not completed during your interview for admission into the US, please contact the Director of Academic Services ([academic@missio.edu](mailto:academic@missio.edu)) or your admissions counselor to discuss your particular situation. In addition, check the applicable box below and sign. Make a copy of this form for your records and give the original to the Admissions Office.
3. If you are not entering the US and, therefore, only taking online courses at MISSIO, please check the applicable box below and sign.

I testify that as part of my international admissions interview into the US, a background check was completed and that I have no criminal history.

A background check was not completed as part of my international admission interview into the US. Please contact me to discuss. I testify that I have no criminal history.

**Online only.** I testify that I have not been convicted of a crime nor have been accused or convicted of child abuse.

Print name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ student ID# \_\_\_\_\_