

## **PRBSA Background Check “How To”**

**This document applies to ALL PRBSA managers, assistant coaches, and score-keepers (basically anyone who will be in direct contact with PRBSA players during team activities (i.e. games, practices, etc.).**

As of 7/1/2015, Pennsylvania implemented new requirements for background screening (PA Act 153) that affects PRBSA and the coaching background process. To comply with the Pennsylvania requirements, PRBSA will be using NCSI's Document Repository Service (DRS). NCSI's DRS is an easy-to-use, web-based repository that will securely collect all three (3) required documents listed below from our coaching volunteers.

For details regarding PA Act 153 [click here](#).  
Frequently Asked Questions [click here](#).  
PA Department Human Services [click here](#).

### **Required PA documents:**

- Pennsylvania Child Abuse History clearance report from the PA Department of Human Service
- Pennsylvania State Police criminal history report
- Fingerprint based FBI Criminal History background check report

**Note, if you have already obtained the PA required background clearances for another volunteering activity (i.e. football, soccer, school related, etc.) please go directly to step #4 to upload your previously obtained clearances into the NCSI Document Repository. \*\*Note, beginning early spring of 2019 PADHS will no longer accept Department of Education clearances, all volunteers must obtain their clearance as list below.**

## **How to obtain the required PA documents**

Note, each PA web site is different, so please take your time and follow their instructions. It is important when entering your name, that you use your full legal name as written on your current ID (state driver's license, passport or state ID with name and DOB). Once you have all three (3) required PA documents, you can submit them to NCSI's Document Repository Service (DRS) (see step 4).

### **Step 1**

Pennsylvania Child Abuse History clearance report from the PA Department of Human Service

- [Click here](#) to enter the PA Child Welfare Portal to obtain your child abuse clearance
- Create an individual account and follow the instructions to submit a Pennsylvania Child Abuse History clearance report
- Download a copy of your clearance report

### **Step 2**

- Pennsylvania State Police criminal report
- [Click here](#) to enter the Pennsylvania State Police Portal
- Select on-line request via Pennsylvania Access To Criminal History,” (PATCH)

- Select “new record check” (volunteers Only) and follow the instructions to submit a Pennsylvania criminal history report
- Download a copy of your clearance report

### **Step 3 \*\*\*Changes in the step effective Jan 2018\*\*\***

The Commonwealth has transitioned to a new FBI Criminal Background Checks vendor, [IDEMIA](#) (also referred to as IdentoGo and MorphoTrust).

Fingerprint based FBI Criminal History background check report

- If you have lived in Pennsylvania for more than ten (10) years an affidavit for volunteers can be used
  - [Click here](#) for an affidavit form if you have lived in Pennsylvania for more than ten (10) years
    - Print the affidavit, sign it, and scan it so it can be uploaded into NCSI’s DRS
  - If you have NOT lived in Pennsylvania for more than ten (10) consecutive years, [click here](#) to find information on the FBI Criminal Report and PA finger printing locations.

### **Step 4**

- Once you have all three (3) required PA documents, you can upload them into NCSI’s Document Repository Service (DRS).
- NCSI DRS portal => <http://www.ncsisafe.com/Members/Reg?srb=10664783>
- At the bottom of the page hit “continue”
- Follow the instructions for uploading

NCSI will contact you directly if there are any questions, problems or issues related to your specific information. An email address is required when completing the document upload as their contact with you will largely be electronic. Please be sure to add ncsisafe.com to your list of acceptable domains in your email program to receive notifications from NCSI.

Once you successfully complete and pass the background check process, your background check will be good for five (5) years.

If you have any questions or problems submitting your information, please email [applicantsservices@ncsisafe.com](mailto:applicantsservices@ncsisafe.com) or call the NCSI at (440) 542-9833 or toll free (866) 833-7100.

Note there shall not be any expense to you the volunteer, all fees are paid for by PRBSA. If an FBI Criminal Report and fingerprint is required (Step 3), you will need to pay this fee out of pocket, but will be reimburse for this amount by PRBSA. Please obtain a receipt and notify [Email](#) the Safety Director of this transaction for reimbursement.

