



Process for PA Act 153 & USA Hockey Registrants July 2021

- All residents of Pennsylvania and those participating in USA Hockey sanctioned events held within the state are required to complete the State of Pennsylvania mandated clearances **IN ADDITION TO** the NCSI Criminal Background Screen.
- Pennsylvania Clearances include:
 - Child Abuse History Clearance
 - https://www.compass.state.pa.us/cwis/public/home
 - State Police Criminal Background Check
 - <u>https://epatch.state.pa.us/Home.jsp</u>
 - FBI Criminal History Background Check
 - http://www.keepkidssafe.pa.gov/resources/clearances/fbifinger/index.htm
 - Service Code: 1KG756
 OR
 - A Volunteer Affidavit can be used in lieu of an FBI Check by anyone who has lived in PA for the last 10 consecutive years AND is participating as a volunteer with USA Hockey
 - <u>https://www.dhs.pa.gov/KeepKidsSafe/Resources/Documents/Disclosu</u> <u>re%20Statement%20for%20Volunteers.pdf</u>
- <u>PLEASE NOTE</u>: Background Screens will remain pending with NCSI until the Pennsylvania clearances are completed and uploaded.

LINK FOR PA CLEARANCE UPLOAD TO NCSI:

https://usahpadrs.quickapp.pro/

COMPLETING YOUR NCSI CRIMINAL BACKGROUND SCREEN and INITIATING YOUR PA CLEARANCES

• You will be prompted to disclose whether or not you live or work/volunteer in the State of Pennsylvania:

*ATTENTION PENNSYLVANIA REGISTRANTS

Do you live or will you work/volunteer on behalf of USA HOCKEY in Pennsylvania?

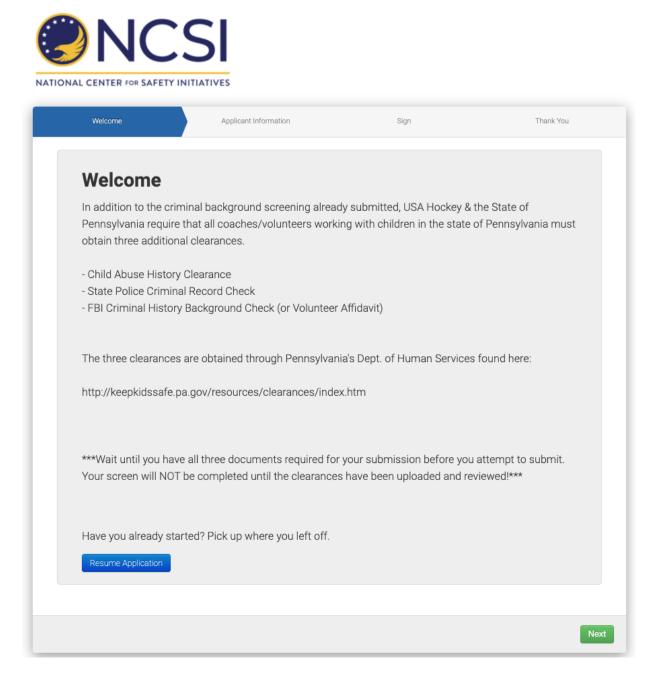
- No, I do not live in PA or work/volunteer for USA Hockey in PA
- Yes, I live in PA or work/volunteer for USA Hockey in PA.

By clicking 'Yes', you will be required to provide additional documents as mandated by the State of Pennsylvania for anyone having contact with children. You will be receiving an email from NCSI with further instructions on how to obtain and/or upload these documents. For more information, click <u>here</u>.

• If you answered 'yes' to living or working/volunteering in PA, you will receive a *Thank You* message with a link to begin your Pennsylvania clearances right away:

📋 🚖 USAH-Colorado Amate. USAH-Colorado Amateur Hockey Association Background Application - #5967745 - USAH-Colorado Amateur Hockey Association ...

• Once you have clicked into the site, please read through the following screen to locate the *http* link to the Pennsylvania State Clearances page. Click NEXT.



• Re-enter your self-identifying information, and then use the three areas to upload your individual files. *Please note 25MB size limit of files*

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• Please read and sign the Electronic Signature Consent.



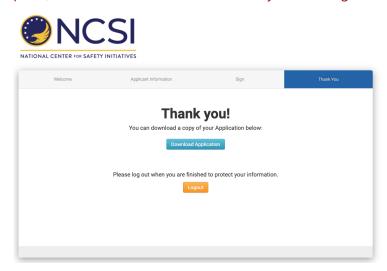
	ELECTRONIC SIGNA	TURE CONSENT	
your name, you are conse electronically. In order to us minimum requirements out	cess at USA Hockey, the "Company," you wi nting to receive any communications (legally se the website, you must provide at your owr lined below. You also confirm that your devi e communications electronically each time yo	y required or otherwise) and all cha n expense an Internet connected de ce will meet these specifications an	anges to such communications vice that is compatible with the
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described above change a	withdraw your consent to receive any future of nd you no longer possess the required syste ices provided through NCSI website.		o , i
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Next

• Please read and complete the Acknowledgement and Authorization form with your full name and last 4-digits of your social security number.

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Welcome	Applicant Information	Sign	Thank You	
🗅 SIGNATURE ((2 OF 2)			
	ACKNOWLEDGMENT AN	ID AUTHORIZATION		
[11	MPORTANT PLEASE READ CAREFULLY B	EFORE SIGNING ACKNOWLEDG	MENT]	
certify that all information best of my knowledge.	n provided in this registration, and all submitte	ed documents are correct and auth	nentic copies of originals to	
NCSI to USA Hockey. I fi	SI Document Repository Service ("DRS") for th urther consent and authorize, in accordance v od business practices, and any federal, state a	with the DRS program, NCSI and		
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• You are complete, and will receive the below *Thank you!* message.



HELPFUL INFORMATION

- If you have not completed your clearances, you will receive an email from <u>automation@instascreen.net</u> to prompt you to complete these clearances.
- If you have completed your clearances, but there is a problem with any of your Pennsylvania documents, you will hear from padrs@ncsisafe.com for more/additional information.
- Once NCSI has received your clearances, we will process in about three days.
- Once NCSI has processed your clearances and the criminal screening, the NCSI background screen results will be finalized and transmitted to USA Hockey.
- USA Hockey will issue your final participation determination.