

USA Hockey/AAHA Officiating Background Screening “How To”

All officials are required to have a background screening every 2 years, starting with the 2020-21 season USA Hockey will manage background screenings through NCSI.

To complete the background screening go to: <https://www.usahockey.com/backgroundscreen>

Officials who **DO NOT live or work in Pennsylvania stop here**

OFFICIALS WHO LIVE OR OFFICIATE IN PENNSYLVANIA MUST COMPLY WITH ACT 15

Detailed information on the process can be found at: <https://www.aahaofficials.com/pa-act-15>

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

Required PA documents:

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

If you have already obtained the PA required background clearances go directly to step #4 to upload your previously obtained clearances into the NCSI Document Repository.

How to obtain the required PA documents - <http://keepkidssafe.pa.gov/resources/clearances/index.htm>

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 - Fingerprint based FBI Criminal History background check report

<http://keepkidssafe.pa.gov/resources/clearances/fbifinger/index.htm>

- Go to: <https://uenroll.identogo.com/>
- Enter service code: 1KG756
- Schedule your appointment
- On the employer section of the Identogo registration process, please provide the following information:
 - Atlantic Amateur Hockey Association, PO Box 848, Richboro, PA 18954

Step 2 - Pennsylvania State Police criminal report

<http://keepkidssafe.pa.gov/resources/clearances/pspcrimck/index.htm>

- [Click here](#) to enter the Pennsylvania State Police Portal
- Select “**Submit a New Record Check**” and follow the instructions to submit a Pennsylvania criminal history report – **YOU MUST FOLLOW THE INSTRUCTIONS FOR AN EMPLOYEE, NOT A VOLUNTEER**
- Download a copy of your clearance report

Step 3 - Pennsylvania Child Abuse History clearance report from the PA Department of Human Service
<http://keepkidssafe.pa.gov/resources/clearances/pachildhistory/index.htm>

- [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 - **YOU MUST FOLLOW THE INSTRUCTIONS FOR AN EMPLOYEE, NOT A VOLUNTEER**
- Download a copy of your clearance report

Step 4 – Upload Act 15 Documents to NCSI

Once you have all three (3) required PA documents complete the NCSI background check and upload them into NCSI's Document Repository Service (DRS).

- Background Check Link: <https://www.ncsisafe.com/Members/SelfRegBatchCode.aspx?srb=35615801>
- The link to the NCSI DRS portal is in the confirmation email when you complete the background check
- 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.

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

Step 5 – Send Act 15 Documents to the Atlantic District

- Send a paper copy of the 3 Act 15 clearances to the Atlantic District
- Atlantic Amateur Hockey Association, PO Box 848, Richboro, PA 18954

If you have any questions not related to NCSI please contact Dave Aiello, AAHA Screening Coordinator at screening@aaharefs.org.