

Background Check Procedures for Sponsors



On-Site Background Check and Credential Requirements

- Little League® International requires all guests on the complex in a working capacity to complete a National Criminal Background Check through J.D. Palantine (JDP)
- As a partner/organization, you will be responsible for filling out 1 credential request form listing all members in a working capacity for Little League's records
 - Little League will cross reference against the checks received to make sure all clearances are complete prior to staff arriving on-site to work
 - <https://ll-production-uploads.s3.amazonaws.com/uploads/2018/03/Credential-Request-Form.pdf>
 - Due by June 27th
- As an employee, you will be responsible for filling out a background check using the link below
 - https://littleleague.formstack.com/forms/partner_background_check_2018
 - Due by July 13th



As an Employer, When Are Additional Clearances Needed?

- If any of these scenarios are applicable, additional background checks will need to be completed by employees
 - Have access to the Little League® International Grove
 - Have a planned interaction with teams/players
 - Involved in Summer Camp/On-site clinics
- Additional background checks required
 - Pennsylvania Criminal History Report from the PA State Police
 - Child Abuse History Clearance from the PA Dept. of Human Services
 - Federal Criminal History Report from the FBI



Note:

- Clearances once complete are valid for 5 years
- Current response time for all record requests is approximately 6 weeks



As an Employer, What is my Responsibility when Additional Checks are Needed?

- The affidavit process is mandated when additional PA Clearances are required by Little League® for designated employees
 - An affidavit is to be completed to ensure that the company assumes responsibility for all checks being documented and on file
 - The Little League affidavit process creates a binding document that validates via the employer that the checks were completed
 - Records and results of these checks are sent straight to the individual and not to Little League
- Affidavit will be signed by designated account contact and will include the list of names that the affidavit covers
 - Vouches that all employees listed have completed and passed their background checks in compliance with PA State Law
- Reminder: All employees will still need to submit their standard background checks and be included on the credential request form

576310V2

CERTIFICATION OF COMPLIANCE

I, _____, represent, warrant and certify to Little League Baseball, Incorporated that I am the _____ (Title) of _____ (Entity/Organization), with principal offices located at _____

I hereby further represent, warrant and certify that:

1. The Entity/Organization and all of its employees and/or its volunteers who may have contact with children under the age of eighteen (18) during the Little League Baseball, Incorporated event located at _____ are in compliance with any and all Federal, state and local laws, rules and regulations regarding background checks and sex offender registries;
2. The Entity/Organization shall maintain and present upon Little League Baseball, Incorporated's request all documentation necessary to support this Certification of Compliance;
3. I am vested with all power and authority necessary to execute this Certification of Compliance on behalf of the Entity/Organization;
4. The information contained in this Certification of Compliance is true and accurate; and
5. I understand that I am liable for any false statements or material omissions made on or in connection with this Certification of Compliance.

Print Name and Title _____

Signature _____

Date: _____



Requirements to Complete the PA Background Check Process



Cost of PA State Background Check Mandates

- Pennsylvania Criminal History Check – \$22
- Child Abuse History Clearance – \$8
 - Will be increased to \$13 as of July 1, 2018
- Federal Criminal History Report – \$22.60
- Total Cost of PA State Background Check Mandates
 - \$52.60 before July 1st
 - \$57.60 after July 1st



Pennsylvania Criminal History Report

- The cost for each Criminal History check is \$22 and payment will be made online. To complete the application for this clearance go to the following website:
<https://epatch.state.pa.us/Home.jsp>
- Click the link to “Submit a New Record Check” to begin the application process.
 - Provide your Name, Date of Birth, SSN, Sex, Race, Maiden Name, and/or Aliases as identifying information
- Once a criminal history check has been requested, one of the following possible responses will be immediately received: Pending, No Record, or Request Under Review
 - Pending indicates that a response from the Criminal History system did not come back yet. If this is the response received, please check the status of this request at a later time
 - A response of No Record indicates that, based on the data entered by the user, that there is no criminal history information contained in the files of the Pennsylvania State Police Central Repository
 - A response of Request Under Review **does not** indicate a criminal record



Child Abuse History Clearance

- In preparation for the clearance, **each of these persons will need to gather the following information:**
 - Previous names (including maiden names, nicknames, and aliases) since 1975.
 - Any and all full legal names that you have ever had since 1975
 - Previous addresses since 1975 (list all addresses where you have resided since 1975)
 - If you cannot remember the exact mailing address(es), fill in as much information as possible about each location
 - For example, if you do not remember the house number, including the street name, city and state is acceptable
 - Previous household members since 1975. Include anyone that you have lived with since 1975 (parents, guardians, siblings, children, spouse (ex), friends, etc...).
 - If you were under the age of 18 in 1975, this section must include other household members who lived with you
 - Please note, you will need the household member's relationship, their age (to the best of your knowledge), and their sex



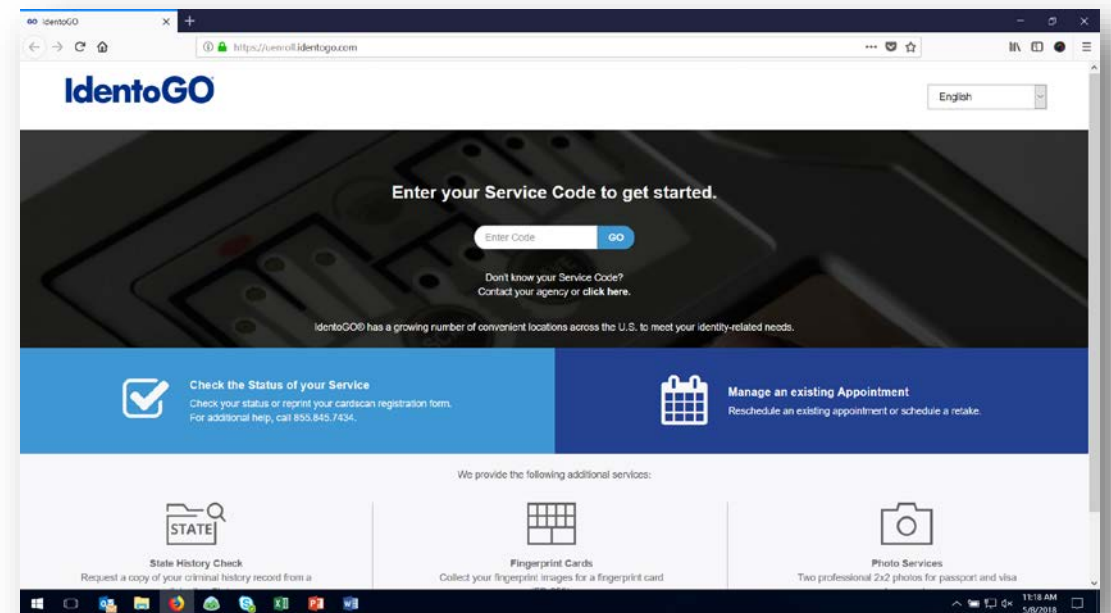
Child Abuse History Clearance

- Once you have the above information gathered go to <https://www.compass.state.pa.us/CWIS> to complete a PA Child Abuse History Clearance application. Follow the instructions to Create a New Account
- Please note:
 - Any section of the application left blank will be rejected and returned to the applicant
 - Applications must be signed electronically and dated or they will be returned to the applicant
 - When asked on the application for the PURPOSE OF CLEARANCE, select the first option; "Volunteer"
 - If you live in a city/town that has two words for the name, i.e. South Williamsport, and it doesn't accept it, please enter your city/town without a space between them, i.e. SouthWilliamsport



Federal Criminal History Report

- Pennsylvania Department of Public Welfare is utilizing Identogo to process the FBI criminal checks via <https://uenroll.identogo.com>
- Use service code: 1KG738
- Qualifier for how to submit your Federal Criminal History Report
 - Out of State Resident
 - PA Resident



Federal Criminal History Report – Out of State Instructions

- Complete all sections of the registration
 - On the Personal Questions Tab, the third question, select we do NOT have an Authorization code for method of payment
 - At the end of the registration, you will be prompted to provide payment information
- Be sure to enter your legal name as it appears on the documents you will provide as proof of identity when you get your fingerprint cards done
 - Also, when you register online, you are going to enter your address
 - This address is used to not only assist in the search of a criminal record but is also used to mail the results letter
 - Be sure to enter an address where you can receive your results
- Once the registration and payment are completed, you will need to print out the form at the end of the registration to submit with your fingerprint cards



Federal Criminal History Report – PA Resident Instructions

- Select “Schedule or Manage an Appointment”
 - Complete all sections of the registration
- When you register on-line, you are going to enter your address
 - This address is used to not only assist in the search of a criminal record but is also used to mail the results letter
 - Be sure to enter an address where you can receive your results letter
- You will be asked to provide documentation of your identity at your fingerprint appointment.
 - The name on the documentation must match the name on your registration
 - Be sure to take your identification with you to your appointment
- At the end of the registration you will schedule a time and location to have your fingerprints done
 - Please take a money order, cashier or business check (NO PERSONAL CHECKS) or credit/debit card to pay for your service. Cash WILL NOT be accepted.



Federal Criminal History Report - Fingerprinting

- Here are the steps to take to complete the fingerprint process:
 - Contact your sheriff office, local police department or State Police barracks to take ink-based fingerprints and place them on FBI fingerprint cards
 - If you need fingerprint cards, you can download them from the FBI's website at <https://www.fbi.gov/file-repository/standard-fingerprint-form-fd-258-1.pdf/view>
 - Most locations will provide them, but you should check before going to have your fingerprints completed
- **Important Note** – Please have two sets of fingerprint cards done, so if there are any issues with one set they will have another set available to process.

Mail the completed fingerprint card and registration to:

**IDENTOGO
CARDSCAN DEPARTMENT
6840 CAROTHERS PKWY STE 650
FRANKLIN, TN 37067-9929**

