



Process for PA Act 153 & USA Hockey Registrants October 2020

- 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
 - <https://epatch.state.pa.us/Home.jsp>
 - FBI Criminal History Background Check
 - <http://www.keepkidssafe.pa.gov/resources/clearances/fbifinger/index.htm>
 - Service Code 1KG6ZJ for unpaid position
 - Service Code 1KG756 for paid position
 - 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
 - http://keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/c_160267.pdf
- **PLEASE NOTE:** Background Screens will remain pending with NCSI until the Pennsylvania clearances are completed and uploaded.

LINK FOR PA CLEARANCE UPLOAD TO NCSI:

<https://usahpdrs.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 [here](#).

- 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: (Screenshot of final page of Criminal check with prompt to begin PA Clearances)

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



Welcome Applicant Information Sign Thank You

Welcome

In addition to the criminal background screening already submitted, USA Hockey & the State of Pennsylvania require that all coaches/volunteers working with children in the state of Pennsylvania must obtain three additional clearances.

- Child Abuse History Clearance
- State Police Criminal Record Check
- FBI Criminal History Background Check (or Volunteer Affidavit)

The three clearances are obtained through Pennsylvania's Dept. of Human Services found here:

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

Wait until you have all three documents required for your submission before you attempt to submit. Your screen will NOT be completed until the clearances have been uploaded and reviewed!

Have you already started? Pick up where you left off.

[Resume Application](#)

[Next](#)

- Please read and sign the Electronic Signature Consent.



SIGNATURE (1 OF 2)

ELECTRONIC SIGNATURE CONSENT

As part of the selection process at USA Hockey, the "Company," you will need to consent to uploading documents electronically. By typing your name, you are consenting to receive any communications (legally required or otherwise) and all changes to such communications electronically. In order to use the website, you must provide at your own expense an Internet connected device that is compatible with the minimum requirements outlined below. You also confirm that your device will meet these specifications and requirements and will permit you to access and retain the communications electronically each time you access and use the website.

System Requirements to Access Information

- To receive and view an electronic copy of the Communications you must have the following equipment and software:
- A personal computer or other device which is capable of accessing the Internet. Your access to this page verifies that your system/device meets these requirements.
 - An Internet web browser which is capable of supporting 128-bit SSL encrypted communications, JavaScript, and cookies. Your system or device must have 128-bit SSL encryption software. Your access to this page verifies that your browser and encryption software/device meet these requirements.

System Requirements to Retain Information

To retain a copy, you must either have a printer connected to your personal computer or other device or, alternatively, the ability to save a copy through use of printing service or software such as Adobe Acrobat®. If you would like to proceed using paper forms, please contact USA Hockey.

Withdrawal of Electronic Acceptance of Disclosures and Notices

You can also contact us to withdraw your consent to receive any future communications electronically, including if the system requirements described above change and you no longer possess the required system. If you withdraw your consent, we will terminate your use of the NCSI website and the services provided through NCSI website.

To ensure that a signature is unique and to safeguard you against unauthorized use of your name, your IP address (12.54.68.114) has been recorded and will be stored along with your electronic signature. Please note that if you wish to submit your Disclosure and Authorization Forms electronically, NCSI requires that you include your social security number or user identification. All of your information will be encrypted and transmitted via our secure website.

I understand that NCSI uses computer technology to ensure that my signed documents are not altered after submission. I agree to allow NCSI to validate my signed documents in this way.

I consent to transacting electronically, including receiving legally required notices electronically.

Next

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

A screenshot of a web browser showing the "SIGNATURE (2 OF 2)" step of a registration process. The page has a navigation bar at the top with four tabs: "Welcome", "Applicant Information", "Sign" (which is highlighted in blue), and "Thank You". Below the navigation bar is a dark grey header with a document icon and the text "SIGNATURE (2 OF 2)". The main content area is white and contains the following text:

ACKNOWLEDGMENT AND AUTHORIZATION

[IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING ACKNOWLEDGMENT]

I certify that all information provided in this registration, and all submitted documents are correct and authentic copies of originals to the best of my knowledge.

I hereby agree to use NCSI Document Repository Service ("DRS") for the purpose of presenting or providing documents I am uploading to NCSI to USA Hockey. I further consent and authorize, in accordance with the DRS program, NCSI and/or USA Hockey to retain such documents pursuant to good business practices, and any federal, state and local regulations.

I understand that by typing my name and the last four digits of my Social Security Number or User ID, and clicking on the "Next" button below, constitutes my electronic signature, dated as of when I click on the "Next" button, and that by doing so:

- I am authorizing NCSI to retain documents as described above
- I am consenting to use electronic means to sign this form and have read and understand the above disclosure

Name: ID/SSN (last 4): IP Address: 12.54.68.114

[Next](#)

- You are complete, and will receive the below *Thank you!* message.

A screenshot of a web browser showing the "Thank you!" message. The page has a navigation bar at the top with four tabs: "Welcome", "Applicant Information", "Sign", and "Thank You" (which is highlighted in blue). The main content area is white and contains the following text:

Thank you!

You can download a copy of your Application below:

[Download Application](#)

Please log out when you are finished to protect your information.

[Logout](#)

HELPFUL INFORMATION

- If you have not completed your clearances, you will receive an email from automation@instascreen.net 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.