

CLEARANCE PROCESSING INSTRUCTIONS

All clearance information must be submitted **directly to the Superintendent's office.**

1. **Act 34, Pennsylvania State Police Request for Criminal Record Check**

- Apply online at <https://epatch.state.pa.us/Home.jsp>
- Print and **submit** a copy of **one** of the following for district verification:
 - a) Record Check Status
 - b) Record Check Details
 - c) Certification Form
 - d) Record Check Request Results

2. **Act 151, Pennsylvania Child Abuse History Clearance**

Effective December 31, 2014

- The Pennsylvania Child Abuse History Clearance application can be submitted online. Once you enter the link below you will be directed to the Child Welfare Portal where you must create an account or log in if you already have an account. Note: you will need an email address to create an account.
- ALL CHILD ABUSE HISTORY CLEARANCE RESULTS WILL BE ISSUED ON PLAIN WHITE PAPER AS OF DECEMBER 31, 2014.
- **VOLUNTEERS ARE NO LONGER REQUIRED TO SUBMIT A COPY OF THE PROCESSED RESULTS OF THEIR "REQUEST FOR CRIMINAL RECORDS CHECK (SP4-164)" FROM THE PENNSYLVANIA STATE POLICE OR A COPY OF THEIR FBI RESULTS WITH THEIR PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE APPLICATION. IF COPIES ARE ATTACHED TO THE PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE APPLICATION, THEY WILL NOT BE RETURNED TO THE APPLICANT.**

ELECTRONIC SUBMISSION

Child Abuse History Clearance Online: <https://www.compass.state.pa.us/CWIS>

Creating an account and submitting your clearance application online will give you immediate access to your results or the status of your results if your results cannot be processed immediately.

PAPER SUBMISSION

Paper submissions of the Pennsylvania Child Abuse History Clearance application will still be accepted for anyone who may not have access to the internet. Submit paper applications to:

Childline and Abuse Registry
Pennsylvania Department of Human Services
PO Box 8170
Harrisburg, PA 17105-8170

- Clearance results will be mailed to you.
- You must submit the **original** report to the Superintendent's office for registration. The original will be returned to you.

3. **Act 114**, *Federal Criminal History Background Checks* (FBI)

Applicant Registration. The applicant must register prior to going to the fingerprint site. Walk in service is allowed but all applicants are required to complete pre-enrollment in the new Universal Enrollment system. Pre-enrollment can be completed online or over the phone. The registration website is available online 24 hours/day, seven days per week at <https://uenroll.identogo.com>. Telephonic registration is available at 1-844-321-2101 Monday through Friday, 8am to 6pm EST. During the pre-enrollment process, all demographic data for the applicant is collected (name, address, etc.) along with notices about identification requirements and other important information.

When registering on-line, an applicant must use the appropriate agency specific Service Code to ensure they are processed for the correct agency and/or applicant type. Using the correct service code ensures the background check is submitted for the correct purpose. Fingerprint requests processed through any other agency or purpose cannot be accepted and are not transferrable. If an applicant enters the wrong code by mistake, the incorrect applicant type will appear at the top of the screen. The applicant should select the "Back to Home" button and begin the process again, by reentering the correct Service Code. If the applicant proceeds with the process under the incorrect code, the pre-enrollment and/or results cannot be transferred to another state agency and the applicant will have to start the process over and pay for the background check again. The Service Code to use is **1KG6XN**

The fee for the background check is **\$22.50***, which includes a paper copy mailed to the applicant. The paper copy **will not** be regarded as the official report; however, it will provide the applicant with a copy of the information that the school administrator will see when the report is reviewed.

Fingerprint Locations – After registration, the applicant proceeds to the fingerprint site of their choice for fingerprinting. The location of the fingerprint sites and days and hours of operation for each site are posted on IDEMIA's website at <https://uenroll.identogo.com>. The location of fingerprint sites may change over time; applicants are encouraged to confirm the site location nearest to their location. PDE encourages entities where access to the fingerprint location is more than 25 miles away to contact IDEMIA and suggest areas where another closer site could be established.

Applicants must present their **UEID to the School District Administration office (as shown on the receipt provided after fingerprint capture).**

- **VOLUNTEERS ONLY** – Volunteers may sign a Volunteer Affidavit in lieu of the FBI background check, provided they have been a resident of Pennsylvania during the entirety of the previous ten-year period. This must be completed in the Superintendent's office and witnessed by a designated staff member.

*Fees are subject to change without notice from PDE.