

Online Clearance Information and Links School Employees

Pennsylvania State Police Criminal Record Check

<https://epatch.state.pa.us/NewRecordCheckAction.do>

Click on "Submit a Record Check" (requires a credit card)

\$22.00 fee (12/01/2017)

(do not use volunteer link)

- Hints:**
1. Choose "Other" for Reason for running clearance.
 2. When you get to the page that says "Record Check Details" (after you submit your credit card information), scroll down a bit and you will see a link to a **Certification Form**. Click on that link, follow directions and print the actual certificate.

PA Department of Human Services Child Abuse History Certification

<https://www.compass.state.pa.us/cwis/public/home>

Click on "Create Individual Account"

\$8.00 fee

Hint: You need to click on "Create Individual Account". Then you will need to create a "Keystone ID". This is like a username – it is not a password. After you fill in the information requested and answer security questions (print this page before you leave it), the state will send you a temporary password through email. You will need to use the Keystone ID (username) and the temporary password to sign back in to the website to actually apply for the clearance. Then you will have to change your password. Record your keystone ID and password and keep for future reference. Then, use your username and your own password to apply for the clearance.

Federal Criminal History Record Information (CHRI) – FBI REPORT

<https://uenroll.identogo.com/>

\$22.60 fee

- Hints:**
1. Enter your Non-Public Schools Service Code: **1KG6TR**
 2. Click on Schedule or Manage Appointment
 3. Complete each section of the pre-registration form, selecting next at the end of each section.
 4. The sections of "Location" and "Date & Time" allow you to choose the site where you will be fingerprinted and to select an appointment date and time.
 5. Print your service summary
 6. On the day of your scheduled appointment you must **bring the Identity Document(s) which were selected as part of the online pre-enrollment registration application.**

Credit Card, Money Order or Business check are only accepted **on-site** at the Identogo – State Agency – Enrollment fingerprint site.

The fingerprint transaction begins when the Enrollment Agent review the applicant's qualified state or federal identity documentation before processing. Applicants will not be processed if they cannot produce acceptable photo identification. After identity of the applicant has been confirmed, all ten (10) fingers are scanned to complete the process – the entire fingerprint capture process should take no more than 3-5 minutes.

Applicants must present their Universal Enrollment ID (UE ID) to the school entity. A receipt will be provided to the applicant after fingerprinting has been completed which will include the UE ID. This process allows applicants to provide multiple potential school employers/volunteer organizations with their UE ID as the number is not assigned to a specific school entity.

Applicants will receive an unofficial copy of their fingerprint results; however, the school entity is required to review the official FBI Fingerprint-based Criminal History Record Information (CHRI) and print a copy for record purposes if hired/volunteering. Fingerprint results will now be maintained by IDEMIA for five (5) years from the date of the report, after which the report is then destroyed.

Revised November 2017

Online Clearance Information and Links for School Volunteers

Pennsylvania State Police Criminal Record Check

<https://epatch.state.pa.us>

Click on the yellow box "New Record Check" (Volunteers Only)

Free of Charge

Hints: When you get to the page that says "Record Check Details" scroll down a bit and you will see a link to a **Certification Form**. Click on that link, follow directions and print the actual certificate.

PA Department of Human Services Child Abuse History Certification

<https://www.compass.state.pa.us/cwis/public/home>

Click on "Create a New Account"

Free of charge

Hints: Click on "Create a New Account". Then you will need to create a "Keystone ID". This is like a username – it is not a password. After you fill in the information requested, the state will send you a temporary password through your email. You will need to use the Keystone ID (username) and the temporary password to sign back in to the website to create your own password. Then you will have to log back in to the website using your username and your own password to actually apply for the clearance. Record your keystone ID and password and keep for future reference. Reports can be obtained both online and in the mail.

**FBI check is needed ONLY if the adult has not lived in PA
for the past continuous 10 years**

Federal Criminal History Record Information (CHRI) – FBI REPORT

<https://uenroll.identogo.com/>

\$21.35 fee

- Hints:**
1. Enter your PDE Volunteer Service Code: **1KG6Y3**
 2. Click on Schedule or Manage Appointment
 3. Complete each section of the pre-registration form, selecting next at the end of each section.
 4. The sections of "Location" and "Date & Time" allow you to choose the site where you will be fingerprinted and to select an appointment date and time.
 5. Print your service summary
 6. On the day of your scheduled appointment you must **bring the Identity Document(s) which were selected as part of the online pre-enrollment registration application.**

Credit Card, Money Order or Business check are only accepted **on-site** at the Identogo – State Agency – Enrollment fingerprint site.

The fingerprint transaction begins when the Enrollment Agent review the applicant's qualified state or federal identity documentation before processing. Applicants will not be processed if they cannot produce acceptable photo identification. After identity of the applicant has been confirmed, all ten (10) fingers are scanned to complete the process – the entire fingerprint capture process should take no more than 3-5 minutes.

Applicants must present their Universal Enrollment ID (UE ID) to the school entity. A receipt will be provided to the applicant after fingerprinting has been completed which will include the UE ID. The UE ID as the number is not assigned to a specific school entity.

Applicants will receive an unofficial copy of their fingerprint results; however, the school entity is required to review the official FBI Fingerprint-based Criminal History Record Information (CHRI) and print a copy for record purposes if hired/volunteering. Fingerprint results will now be maintained by IDEMIA for five (5) years from the date of the report, after which the report is then destroyed.

Volunteers must present the results of their PA State Police Criminal Record Check, PA Dept. of Human Services Child Abuse History Certification and, if required, their Federal Criminal History Record Information before beginning to volunteer in a parish or school.

Revised November 2017

Online Clearance Information and Links for Non-School Employees

Pennsylvania State Police Criminal Record Check

<https://epatch.state.pa.us/NewRecordCheckAction.do>

Click on "Submit a Record Check" (requires a credit card)

\$22.00 fee (12/01/2017)

(do not use volunteer link)

Hints: 1. Choose "Other" for Reason for running clearance.

2. When you get to the page that says "Record Check Details" (after you submit your credit card information), scroll down a bit and you will see a link to a **Certification Form**. Click on that link, follow directions and print the actual certificate.

PA Department of Human Services Child Abuse History

Certification<https://www.compass.state.pa.us/cwis/public/home>

Click on "Create Individual Account"

\$8.00 fee

Hint: You need to click on "Create Individual Account". Then you will need to create a "Keystone ID". This is like a username – it is not a password. After you fill in the information requested and answer security questions (print this page before you leave it), the state will send you a temporary password through email. You will need to use the Keystone ID (username) and the temporary password to sign back in to the website to actually apply for the clearance. Then you will have to change your password. Record your keystone ID and password and keep for future reference. Then, use your username and your own password to apply for the clearance.

Federal Criminal History Record Information (CHRI) – FBI REPORT

<https://uenroll.identogo.com/>

\$22.60 fee

Hints:

1. Enter your Employee >= 14 years Contact w/ Children Service Code: **1KG756**
2. Click on Schedule or Manage Appointment
3. Complete each section of the pre-registration form, selecting next at the end of each section.
4. The sections of "Location" and "Date & Time" allow you to choose the site where you will be fingerprinted and to select an appointment date and time.
5. Print your service summary

6. On the day of your scheduled appointment you must **bring the Identity Document(s) which were selected as part of the online pre-enrollment registration application.**

Credit Card (must display the applicant's name in order to be accepted. The individual whose name is on the credit card must be present during the transaction), Money Order or Business check are only accepted **on-site** at the Identogo – State Agency – Enrollment fingerprint site.

The fingerprint transaction begins when the Enrollment Agent review the applicant's qualified state or federal identity documentation before processing. Applicants will not be processed if they cannot produce acceptable photo identification. After identity of the applicant has been confirmed, all ten (10) fingers are scanned to complete the process – the entire fingerprint capture process should take no more than 3-5 minutes. Applicant will receive the results by email.

The Employee upon receipt of their PA State Police Criminal Record Check, PA Dept. of Human Service Child Abuse History Certification and the Federal Criminal History Record Information must present the results to their immediate supervisor. Failure to do so within 30 days of hire could result in termination of employment.

Fingerprint results will now be maintained by IDEMIA for five (5) years from the date of the report, after which the report is then destroyed.

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