

CLEARANCE INSTRUCTIONS

(ACT 34) PA STATE CRIMINAL HISTORY RECORD FORM

- ⇒ Web-based “PATCH” system (<https://epatch.state.pa.us>)
- OR
- ⇒ Mail form with fee to:

Pennsylvania State Police
Central Repository-RCPU
1800 Elmerton Avenue
Harrisburg, PA 17110-9758
- ⇒ Fee is \$22.00 – Money order only payable to “Commonwealth of Pennsylvania”. **If this is for a volunteer position only, there is no cost to you.**
- ⇒ Present ORIGINAL reply to prospective employer, who will copy and return original to applicant.
- ⇒ Valid for five years after issuance.
- ⇒ For questions or to check status of application, call 1-888-783-7972.

(ACT 151) PA CHILD ABUSE HISTORY CLEARANCE

- ⇒ Forms available at school offices and the Department of Human Services (www.compass.state.pa.us/CWIS)
- ⇒ Fee \$13.00 – Money Order Only – payable to “PA Department of Human Services”. For volunteer purposes, you may obtain this clearance free of charge once every 57 months.
- ⇒ Mail complete application and fee to:

Childline and Abuse Registry,
PA Department of Human Services
P.O. Box 8170
Harrisburg, PA 17105-8170
- ⇒ Present ORIGINAL reply to prospective employer who will copy and return original to applicant.
- ⇒ Valid for five years after issuance.
- ⇒ For questions or to check status of application, call 1-877-371-5422.

Clearances, cont'd

(ACT 114) FINGERPRINT CLEARANCE

- ⇒ Finger-print based multiple-step background check.
- ⇒ Applicant must register online to be fingerprinted – (<https://uenroll.identogo.com>) or contact IDEMIA by telephone at 1-844-321-2101.
- ⇒ Fee is \$21.35 for volunteers and \$23.85 for employees, payable at time of registration by credit or debit card. Use one of the following service codes to register: **For Volunteers only**-IKG6Y3; for **Employees over 14 yrs old that will have contact with children** – IKG6XN. Click on Schedule or Manage Appointment. Complete all necessary information. **This will be through the PA Department of Education (NOT Dept of Health & Human Services).**
- ⇒ Applicants will need to print a copy of their registration receipt. You will then proceed to a fingerprint site where qualified State or Federal photo ID is reviewed. (Locations and approved ID types can be found at www.uenroll.IdentoGO.com) Scanned fingerprints are electronically submitted to state police where they will then be submitted to the FBI as required.
- ⇒ Valid for five years after issuance.
- ⇒ For questions or additional help call 1-844-321-2101.