

CLEARANCES

ACT 34 – Pennsylvania Criminal History Check - *Please use the website for this clearance not the printed form.*
<https://epatch.state.pa.us/Home.jsp>

Go to “**New Record**” and follow the instructions through to the Certification Page. Once the Search Results Table appears, click on the Control Number. (*Hint: Write down the Control Number for future reference.*) The Record Check Details page is opened. Click on the **Certification Page** to access your official Clearance. The Record Check Details page is only a receipt and not acceptable as a ‘clearance’. Print 2 Certification Pages, 1 for you and one for your Personnel File.

ACT 114 – FBI Clearance – *The fingerprint-based background check is a multiple-step process, as follows:*

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. **The service code for PA Public School Districts is 1KG6XN**. Using the correct code ensures the background check is submitted to the correct agency. Fingerprint requests processed through any other agency cannot be accepted. If the applicant enters the wrong code, the incorrect applicant type will appear at the top of the screen. The applicant should select the “Back to Home” button and begin again, by reentering the correct Service Code. If the applicant proceeds with the incorrect code the results cannot be transferred to another agency and the applicant will have to start the process over and pay for the background check again.

Payment – The applicant will pay a fee for the fingerprint service and to secure an official copy of the Criminal History Record. Major Credit Cards, Money order and cashier’s checks payable to “**Morpho Trust**” will be accepted on site. NO cash transactions or personal checks will be accepted.

Fingerprint Locations – After registration, the applicant proceeds to the fingerprint side of their choice. You must have acceptable photo ID to complete the fingerprint collection process. A list of approved locations may be found on the following link: <https://www.identogo.com/locations>.

ACT 151 – Pennsylvania Child Abuse Clearance –
<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 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
P.O. Box 8170
Harrisburg, PA 17105-8170