

## Instructions for Obtaining Clearances

### Instructions for obtaining the PA Criminal History Clearance:

Applicants gain access to the PATCH (Pennsylvania Access to Criminal History) web site through the PA State Police website - [www.psp.state.pa.us](http://www.psp.state.pa.us) Under PSP Service, click on Request A Criminal History Record. Under #1. Online Request, click PA Access to Criminal History PATCH Web Site. Once on the PATCH site, click on Record Check (top center of the page), New Record Check, completing and following all prompts and requested information. You will be required to submit credit card information to pay the fee to process this clearance (\$8). It will take only a few minutes to process your clearance. Once the Record Check Results are displayed, click on the Control #. Continue to the following screen which will permit you to select *Certification Form*. The Certification Form is an original of your clearance with the state seal imprinted in the background. This is the document you should print for dissemination to employers or prospective employers.

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### Instructions for obtaining the PA Child Abuse History Clearance:

Go to <https://www.compass.state.pa.us/CWIS> and Create a New Account. You will receive 2 emails - 1 with your Keystone ID; the other with a Temporary Password. Log back in following directions for electronic submission. Depending on information provided, results will be available within 1-14 days. Paper submission is available for non-computer users but responses may take up to 4 wks. Plan accordingly. Cost is \$8.

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### Instructions for obtaining the FBI Federal Criminal History Clearance:

\* Applicants **MUST** register via the following:

- [www.pa.cogentid.com](http://www.pa.cogentid.com) - 24 hrs/day, 7 days/wk OR 1-888-439-2486 8am to 6pm EST  
Choose Department of Education, then click on Register Online under Registration Information

The applicant will pay a fee of \$27; Make money orders or cashiers check payable to Cogent Systems for payment at Fingerprint Center OR make credit/debit card payment online at time of registration, NO cash or personal checks allowed.

\* Applicants must provide proof of identity at Fingerprint Center (state issued driver's license, state I.D card, passport, etc.) and Registration sheet

\* Applicants must provide prospective employers with their Registration sheet containing registration number. This provides online access to the Criminal History Record. Print out 2 copies your registration sheet (1 to take to fingerprint center, 1 to give to prospective employer)

\* It is illegal for the employer to reproduce the clearance for the applicant or any other entity.

### Fingerprints may be taken at the following:

M, T, W, Th - 10am to 6pm @ LIU #12, 65 Billerbeck St, New Oxford, PA 17350

No appointments are necessary; walk-in basis only.

Other locations and times are listed on the website.

Fingerprinting services are available at all Adams County school districts on a continual rotating basis. This service is available for District staff and volunteers only. Fingerprinting will be available at CVSD the weeks of July 27, Sept. 7, Oct. 19 and Dec 7, 2015. Appointments ARE necessary.