

## 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 (\$22). 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 \$13.

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

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

- <https://uenroll.identogo.com> - 24 hrs/day, 7 days/wk OR 1-844-321-2101 8am to 6pm EST You are required to enter a Service Code. For school districts, enter **1KG6XN** and respond to prompts on screen. The fee for fingerprinting is \$23.85. Money orders or cashiers check payable to Idemia accepted as payment at Fingerprint Center. NO cash or personal checks accepted. Credit card payment is accepted (Debit not accepted as there is no way to enter a pin #)

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

\* Applicants must provide prospective employers with their Universal Enrollment ID from their completed registration in order for employers to access the Criminal History Record.

\* Once unofficial results are received (letter form) by the applicant, a copy is required for maintenance in personnel file by the school district.

#### **Fingerprints may be taken at the following:**

M, T, W - 10am to 5pm @ LIU #12, 65 Billerbeck St, New Oxford, PA 17350

NOTE: Appointment times may be scheduled at time of registration & take priority over walk-ins.

Other locations and times are listed on the website.