

# 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**

**Youth Ages 14-17 receiving a salary or stipend & supervise other children DO NOT need the Federal Criminal History Record Information IF the minor has been a resident of PA for the previous ten-year period.**

### **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.

**Revised November 2017**