

# How to Obtain Pennsylvania Child Abuse, Criminal, and FBI Clearances

## **1. Child Abuse History Clearance**

PA Child Abuse History clearance can be submitted online through the [Child Welfare Information Solution \(CWIS\) self-service portal](#). You can follow the steps below:

- Go to <https://www.compass.state.pa.us/cwis/>.
- Click "Create Individual Account."
- Read and click "Next." Follow the instructions for creating a new account.
- Copy the temporary password sent to your email.
- Return to <https://www.compass.state.pa.us/cwis/>.
- Click "Individual Login," then "Access My Clearances."
- Log in with your temporary password and follow instructions to create a permanent password.
- Log in again with your permanent password.
- Read and accept the terms and conditions, then click "Next."
- After reading the "Learn More" information, click "Continue."
- Click "Create Clearance Application" and complete the form.
- Submit the application.

The cost of child abuse history clearances is \$13. If you are serving as a volunteer, you can obtain one certification **free of charge** every 57 months.

For questions related to the Pennsylvania Child Abuse History Clearance, please contact the ChildLine Verification Unit at 717-783-6211 or toll free at 1-877-371-5422.

## **2. Pennsylvania State Police Criminal Record Check**

PA Criminal records can be obtained online at [Pennsylvania Access To Criminal History \(PATCH\)](#). You can follow the steps below:

- Go to <https://epatch.state.pa.us/Home.jsp>.
- Click "New Record Check (Volunteers Only)" if you are serving as a volunteer, or "Submit a New Record Check" if you are not a volunteer.
- Read and acknowledge the Terms and Conditions, then click Accept.
- Fill in the information requested and submit.

- You can check the status of your request by clicking "Check the Status of a Record Check" on the PATCH homepage.

There is a \$22.00 non-refundable fee for each request. If you are serving as a volunteer, you can obtain the criminal records **free of charge**.

If you have questions about the Pennsylvania State Police Request for Criminal Record Checks form to volunteer, please call: (717) 783-9973 or toll free 1-888-783-7972.

### 3. **Federal Bureau of Investigation (FBI) Background Check**

Only non-residents of Pennsylvania or those who have lived in Pennsylvania less than ten (10) years are required to complete an FBI clearance. To complete an FBI clearance, you must register online and then submit fingerprints at an approved fingerprinting site. Clearance results will be sent via U.S. mail to the address you use during the online registration process. The fingerprint-based background clearance is a multiple-step process. You can follow the steps below:

- Go to <https://uenroll.identogo.com/>.
- The Service Code for unpaid volunteers is "1KG6ZJ" and the Service Code for contractors is "1KG738" (e.g., paid teachers).
- Click "Schedule or Manage Appointment."
- Provide your legal name, date of birth, and method of contact. You must enter "NMN" if you do not have a middle name. Click "Next" when complete.
- Provide citizenship information and click "Next" when complete.
- Provide answers to the questions listed.
- Provide the requested information.
- For Mailing Address, make sure you enter the mailing address where you would like your results to be sent. If your home or permanent address is different from your mailing address, you can provide this information in the additional field.
- Confirm which photo ID document you will bring with you to the fingerprint appointment. You must bring this document with you when you go to have your fingerprint collection.
- Choose the fingerprint site where you will have your fingerprints taken.
- Select a date and time for a specific appointment; click submit when done.

- The next page is the confirmation screen. This page will confirm your unique registration ID, the estimated amount due, and the methods of payment accepted at the location of your choice. Please bring this information with you to your fingerprint appointment.

The cost of FBI background clearance is \$23.85 for employees and \$22.60 for volunteers.

Residents of Pennsylvania who have lived in Pennsylvania for the entire previous ten (10) years can submit an affidavit for exemption from the FBI clearance and the affidavit should include statements that: (1) you have been a Pennsylvania resident for the entire previous ten-year period and (2) you affirm in writing that you are not disqualified from service by reason of criminal history. You can request a sample affidavit from the Pittsburgh Chinese School for your use.

For general questions about FBI clearances, please contact the FBI Background Check Unit at 717-783-6211 or 1-877-371-5422. For IdentoGo registration, processing, or billing questions, please contact IDEMIA/IdentoGo at 1-844-321-2101.

**Important:**

You will need to obtain the above-noted PA Child Abuse History Clearance, PA Criminal Records, and FBI Clearance (unless you are exempted) every 60 months. If you are arrested for or convicted of an offense that would constitute grounds for denying employment or participation in a program, activity or service, or is named as a perpetrator in a founded or indicated report, you must provide the principal or another school administrator with written notice no later than 72 hours after the arrest, conviction or notification that you have been listed as a perpetrator in the statewide database.