

INFORMATION SHEET CLEARANCES

There are three (3) required clearances:

1. Act 151 - Pennsylvania Child Abuse History Clearances - fee \$13.00
2. Act 34 - Pennsylvania State Police Criminal Record Checks – fee \$22.00
3. Act 114 - Federal (FBI) Criminal Background Checks – fee \$23.85

Please remember that the applicant must submit their clearances to the personnel office. Clearances are not sent directly to the School District.

Pennsylvania Child Abuse History Clearances

The Pennsylvania Child Abuse History Clearance can be submitted and paid for online through the Child Welfare Information Solution (CWIS) self-service portal. If you apply online, you can log into your account and print your clearance once it is processed.

www.compass.state.pa.us/cwis.

The Keystone ID number is the login that you create. If you have not already created one or cannot remember what your login is, please create a new one.

Paper submissions of the Pennsylvania Child Abuse History Clearance application also are accepted. Submit paper applications to:

ChildLine and Abuse Registry
Pennsylvania Department of Human Services
PO Box 8170
Harrisburg, PA 17105-8170

You can complete the application, attach an \$13.00 money order made payable to **“Pennsylvania Department of Human Services”** and take the application and money order to the State Representative’s office in the Downtown Mall to submit to Harrisburg for you.

Once the paper application is received in the ChildLine and Abuse Registry’s Verification Unit, the results of the Pennsylvania Child Abuse History Clearance will be mailed to the applicant’s address that was noted on the application within 14 days from the date that the application is received in the ChildLine Verification Unit. 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.

Pennsylvania State Police Criminal Record Checks

The Pennsylvania State Police Criminal Record Check may be applied for online at the following website or you may print out a SP4-164 form: <https://epatch.state.pa.us/Home.jsp>.

Once your have completed your clearance request online and clicked submit, you will receive a control number that you will need to click to pull up your actual clearance. You pull up your

clearance by clicking on the Control Number which will pull up your receipt. On the receipt page, there will be the words “Certificate Form” in the middle of the page. Click on the words Certificate Form and that will pull up your actual clearance. Print or Save or Both your actual clearance. Send a copy to the Personnel Office and make sure you have a copy for your records. Once you view your clearance, you are not able to view it again.

Janet Nahay in the Personnel Office can also request this clearance for you if you want to pay Crawford Central School District the \$22.00. You would need to complete the SP4-164 form and submit it with the fee to the Personnel Office.

If you have questions about the Pennsylvania State Police Request for Criminal Record Checks form (SP4 164), please call: (717) 783-9973 or toll free 1-888-783-7972.

FBI Criminal Background Checks

The Pennsylvania Department of Education utilizes IDEMIA to process finger print based FBI criminal background checks for prospective employees of public and private schools. Under Act 114 of 2006, **ALL prospective school employees, school contractors and student teachers are to use the Pennsylvania Department of Education system.** This includes but is not limited to: Teachers, School Administrators, All Support Staff, Substitute Teachers, PIAA Sports Officials, School Bus Drivers, and Student Teachers.

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, an applicant must use the appropriate agency specific Service Code to ensure they are processed for the correct agency and/or applicant type. The Service Code for School Districts is 1KG6XN. Using the correct service code ensures the background check is submitted for the correct purpose. Fingerprint requests processed through any other agency or purpose cannot be accepted and are not transferrable. If an applicant enters the wrong code by mistake, the incorrect applicant type will appear at the top of the screen. The applicant should select the “Back to Home” button and begin the process again, by reentering the correct Service Code. If the applicant proceeds with the process under the incorrect code, the pre-enrollment and/or results cannot be transferred to another state 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 of \$23.85 for the fingerprint service and to secure an unofficial copy of the Criminal History Record. Major Credit Cards as well as Money orders or cashier’s checks payable to **MorphoTrust** will be accepted **on site** for those applicants who are

required to pay individually. No cash transactions or personal checks are allowed.

Fingerprint Locations – After registration, the applicant proceeds to the fingerprint site of their choice for fingerprinting. The location of the fingerprint sites and days and hours of operation for each site are posted on IDEMIA's website at <https://uenroll.identogo.com>. The location of fingerprint sites may change over time; applicants are encouraged to confirm the site location nearest to their location. PDE encourages entities where access to the fingerprint location is more than 25 miles away to contact IDEMIA and suggest areas where another closer site could be established.

Please check sites available for fingerprinting when you register. Due to COVID 19, many sites have limited times and days.

Fingerprinting - At the fingerprint site the Enrollment Agents (EA) manages the fingerprint collection process. The fingerprint transaction begins when the EA reviews the applicant's qualified State or Federal photo ID before processing the applicant's transaction. A list of approved ID type may be found on the IDEMIA website at <https://uenroll.identogo.com>. Applicants will not be processed if they cannot produce an acceptable photo ID. After the identity of the applicant has been established, all ten fingers are scanned to complete the process. The entire fingerprint capture process should take no more than three to five minutes.

Applicants will receive an unofficial copy of their report. However, the school is **required to review the official CHRI online** and print a file copy of the CHRI if the applicant is hired by the school or their contractor, or if the applicant is approved for student teaching.

The Personnel Office requires the UEID # to be able to review the official clearance. This number is on your receipt or the first page of the unofficial report.

Clearances for Volunteers

Volunteers must have clearances and a physical with a TB test. There is no charge for the PA Child Abuse Clearance (Act 151) and the PA Criminal Record Check (Act 34) if they mark that they are a volunteer. A clearance marked volunteer cannot be used for any paid position. Clearances for volunteer can no longer be done at the personnel office since there is no charge, they must be submitted online, through the US mail, or through the State Representative's office.

For the Federal Fingerprint Clearances (Act 114), if a volunteer has continuously resided in Pennsylvania for 10 years AND swears in writing that he or she has never been convicted of a disqualifying crime in Pennsylvania, or the corresponding offenses under the laws of any other jurisdiction, the federal check (Act 114) is not needed. They must sign the affidavit and have it notarized.