

**Employee Clearance Requirements** All employees will need the following three clearances:

- Report of Criminal History from the Pennsylvania State Police (Act 34) (\$22.00)
- Child Abuse History Clearance from the Department of Human Services (Act 151) (\$13.00)
- Fingerprint based Federal Criminal History submitted through the Pennsylvania State Police or its authorized agent (Act 114) (\$23.85)

Copies of the "Request for Criminal Record" and "Pennsylvania Child Abuse History Clearance" forms are available in the office or are available online.

**To register online, follow the links below:**

“Request for Criminal Record”: <https://epatch.state.pa.us>

“Pennsylvania Child Abuse History Clearance”: <https://www.compass.state.pa.us/cwis>

**To print forms for mailing, follow the steps below:**

Go to: [www.dhs.pa.gov](http://www.dhs.pa.gov)

Go to: Publications

Click on “Clearances”

Choose the following forms:

- CY 113 form – Pennsylvania Child Abuse History Clearance
- SP 4-164 form – Request for Criminal Record Check

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The following information is provided to assist individuals in obtaining the Federal (FBI) Criminal History Report. The fingerprint-based background check is a multiple-step process:

1. **Registration** - Individuals must register prior to proceeding to a fingerprint site. Registration is completed online or over the phone. Online registration is available online 24 hours/day, seven days/week at <https://uenroll.identogo.com>. Telephone registration is available at 1-844-321-2101 Monday through Friday, 8am to 6pm EST.
2. **Service Code** - When registering online, an applicant must use the Service Code for **Non-Public Schools – 1KG6TR**
3. **Payment** - The applicant will pay a fee of \$23.85 for the fingerprint service. Major credit cards as well as money orders or cashier’s checks payable to **MorphoTrust** will be accepted on site. **No cash transactions or personal checks are allowed.**
4. **Fingerprinting** - After registering, the applicant proceeds to a nearby fingerprint site. 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>. Applicants must produce an acceptable State or Federal photo ID before being processed.
5. **Report** - Applicants will receive an unofficial copy of their report and are required to produce a copy of their unofficial report to the school. The school will then review the official report online and keep a copy for their records.