

# How to Obtain Clearances – Online Requests

## Clearances include Acts 34, 114 and 151

### State Police Criminal History Record – Act 34

The Pennsylvania State Police has established a web-based computer application called “Pennsylvania Access To Criminal History” (PATCH.) Using this system, a requestor can apply for a PA criminal background check online. This response is based on a comparison of data provided by the requester in Part I of the form against the information contained in the files of the PA State Police Central Repository only, and does not preclude the existence of criminal records which might be contained in the repositories of other local, state, or federal criminal justice agencies. No Record certificates are returned immediately 85% of the time through the Internet to the requestor. *The cost is \$22.00 per request.*

**Pennsylvania Access to Criminal History (PATCH) Website :** <https://epatch.state.pa.us/Home.jsp>

- You will need your Social Security Number and a credit/debit card in order to submit this request online
- Log in to the website listed above, then select “Submit a New Record Check” (do NOT select Volunteer only)
- Select “Accept”, Select Individual Request and then complete the required fields with your personal information
  - Reason for Request = Employment
- Select “Next” and select “Proceed”
- Complete the required fields with your personal information as requested
- Select “Enter This Request”
- Continue entering payment information
- Print the final PA Criminal History Record (you will also have a copy e-mailed to your e-mail address if you completed that field within the requested information)
  - Please save your PA Criminal History Record electronically for future reference.
- **Upon completion, please provide a copy (or e-mail results to [sebrodbeck@doversd.org](mailto:sebrodbeck@doversd.org)) of your PA Criminal History Record to Human Resources at the Dover Area School District Administration Office.**

### Federal Criminal History Background Check – Act 114

This criminal history check is also known as your FBI Clearance or FBI Fingerprints Clearance. You must register online at <https://uenroll.identogo.com> to receive your UEID number prior to getting your fingerprints done at a fingerprinting sit. *As of January 1, 2019, the estimated cost is \$23.85 per request.*

**To complete your pre-enrollment registration online please visit:** <https://uenroll.identogo.com>

- You will need your Social Security Number and may need a credit or debit card in order to submit this request online
  - To complete your pre-enrollment registration telephonically call 1-844-321-2101 Monday through Friday, 8 AM to 6 PM EST
- **Enter PDE-Service Code: 1KG6XN**
- Choose “Schedule or Manage Appointment”
- Enter the information that is requested including choosing a location, date and time for your fingerprinting appointment
- You will see a message that says “You have successfully Pre-Enrolled”. You will also receive a follow up email stating the same thing.
  - You will be provided with a “UEID” registration number. **PRINT THIS OUT or WRITE IT DOWN!**
- Bring your “UEID” Number and proof of identity to your Fingerprint Appointment to the location of your choice.
- **After being fingerprinted, please provide Human Resources with the required “UEID” registration number.**

## Pennsylvania Child Abuse History Clearance – Act 151

As of January 5, 2015 you may now gain the PA Child Abuse History Clearance online. This form is distributed and processed by the PA Department of Human Services.

**Pennsylvania Child Welfare Portal:** <https://www.compass.state.pa.us/CWIS>

- You will need your Social Security Number and a credit or debit card in order to submit this request online
- Select the “Create New Account” and then select “Next”
- Complete required information and then select “Finish”
  - NOTE: Your Keystone ID is a username that you create and must have 6 to 10 characters
- You will be e-mailed your temporary password to the e-mail account you provided in the required information
  - You will need to close the window that you created your Child Welfare Portal account, and reopen a new window to proceed with your Keystone ID (username) and your temporary password (sent to you via e-mail)
- Log-on to the <https://www.compass.state.pa.us/CWIS> website, and select “Log In”
  - Select “Access My Clearances” and then select “Continue” at the bottom of the page
  - Enter your Keystone ID (username) and your temporary password (sent to you via e-mail)
    - You will then need to change your temporary password to a password you select, then select “Submit”
    - You will need to log out again, and then go back into the website with your Keystone ID (username) and new password you just created
- Log-on to the <https://www.compass.state.pa.us/CWIS> website, and select “Log In”
  - Enter your Keystone ID (username) and your password you just created
  - Select “I have read...” and then select “Next”
  - Select “Continue” at the bottom of the page and then select “Create Clearance Application”
  - Select “Begin” and then select “School Employment”
  - Continue completing Part 1 and Part 2 of the Clearance Application, after payment you will be able to print your completed PA Child Abuse History Clearance
- **Upon completion, please provide a copy (or e-mail results to [sebrodbeck@doversd.org](mailto:sebrodbeck@doversd.org) of your PA Child Abuse History Clearance to Human Resources at the Dover Area School District Administration Office.**

### Questions? Need Assistance?

Please contact Shannon Brodbeck, Director of Human Resources at

(717) 292-3671 x80226 or [sebrodbeck@doversd.org](mailto:sebrodbeck@doversd.org) for more information.