

PLEASE FOLLOW THESE INSTRUCTIONS CAREFULLY

- ❖ **Please complete all shaded areas on the application including the roster, sign the application, include a Certificate of Insurance naming the Mt. Lebanon School District as a Certificate Holder, and return it to the following address:**

District Rental Office
Mt. Lebanon School District
7 Horsman Drive
Pittsburgh, PA 15228-1107

**Mt. Lebanon School District
Clearance and TB Test Information for Volunteers and Rental Applicants**

| Required Clearance | Instructions | Link to Apply & Contact Information |
|---|---|--|
| <p align="center">Act 114 FBI Criminal History Report \$27.00</p> | <ul style="list-style-type: none"> • The applicant MUST register PRIOR to going to the fingerprint site. Registration is completed online or over the phone and is available online 24 hours/day, seven days per week at: www.pa.cogentid.com. Telephone registration is available at 1-888-439-2486 Monday through Friday, 8 am to 6 pm EST. Make sure you register for the Department of Education FBI clearance. • The applicant can pay online using a credit card or debit card (PRIOR to going to the fingerprint site) at: www.pa.cogentid.com. • On the day of the scheduled fingerprinting, all applicants must have: <ul style="list-style-type: none"> ❖ A valid driver’s license or other approved photo ID. ❖ The confirmation number received upon registration (which begins with PAE). This number will be used to access employee information. Your results will be mailed to you. Please retain a copy for your records. | <p align="center">www.pa.cogentid.com</p> <p align="center">1-888-439-2486</p> |
| <p align="center">Act 34 Pennsylvania Criminal History Check \$10.00</p> | <p><u>This is an online procedure.</u> Click on the link and go to “Submit a New Record Check.” Follow the instructions through to the Certification Page. Once the Search results Table appears, click on the Control Number. Please be sure to retain the control number for your</p> | <p align="center">https://epatch.state.pa.us/Home.jsp</p> <p align="center">1-888-783-7972</p> |

| | | |
|---|--|---|
| | records. Click on the Certification Page to access your official Clearance. The Record Check Details page is only a receipt and not acceptable as a “clearance.” You can complete everything online and receive your results immediately. Please retain a copy for your records. | |
| Act 151 Pennsylvania Child Abuse History Check \$10.00 | <u>This is an online procedure.</u> Once you click on the link you will be directed to the Child Welfare Portal where you must create an account or log in if you already have an account. You will be directed to create a Keystone ID, which is your self-created login. You also need an email address to create an account. Creating an account and submitting your clearance application online will give you immediate access to your results or the status of your results if your results cannot be processed immediately. Please retain a copy for your records. | https://www.compass.state.pa.us/cwis/public/home 1-877-371-5422 |
| TB TEST Fees vary | <u>Must be provided if in direct contact with children 10 or more hours per week.</u> The TB test must be dated within one year and can be administered by your family physician, a local urgent care center, or the Allegheny County Health Department. | |

You may also bring your signed application directly to the high school (Entrance C20) by dropping it off between the hours of 7:30 am to 3:15 pm, Monday through Friday during the school year.

Applications received by email will be accepted if the entire application is completed and a signature is scanned. Please note that an original signed application must be received prior to the usage of the facilities or you will not be permitted to use the facilities.

Once your application is approved by the building principal, a permit will be issued.

NON-PROFIT MT. LEBANON YOUTH GROUPS

Please note that any non-profit youth group in Mt. Lebanon who does not pay a fee to use school district facilities is required to submit an UNDATED \$100 security deposit made payable to the Mt. Lebanon School District. This check will not be cashed unless there is damage to school facilities. The group would be notified in that event. Otherwise, the check will be returned at the end of the permitted time.