Radnor Township School District
Clearance Information/Instructions

Required Clearance	Instructions	Link to Apply & Contact Information (Please contact specific phone number(s) with any clearance questions)
Act 114 FBI Criminal History Report ***(overnight trips or residents of 10 years or less)*** ***(Cost for employees & volunteers)***	1. **The applicant MUST register PRIOR to going to the fingerprint site**. Registration is completed online or over the phone. Registration is available online 24 hours/day, seven days per week at https://uenroll.identogo.com/. Telephone registration is available at 1-855-845-7434. Make sure you register for the PA Department of Education FBI clearance. a. **Service Code** EMPLOYEE/CONTRACTOR: **1KG6XN** b. **Service Code** VOLUNTEER: **1KG6Y3** 2. **On the day of the scheduled fingerprinting, all applicants must bring**: a. Selected required identity document b. Registration confirmation c. Payment made at time of fingerprinting 4. Please retain a copy for your records and **bring your UEID # (located on your registration confirmation or receipt) to the Human Resources Office.**	https://uenroll.identogo.com/ 1-855-845-7434
Act 34 Pennsylvania Criminal History Check ***(no cost for Volunteers)***	This is an online procedure. Click on the following 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 records. Click on the Certification Page to access your official Clearance and print. 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. Once clearance is processed; print certificate and **bring with you to the HR Office.**	https://epatch.state.pa.us/Home.jsp 1-888-783-7972
Act 151 Pennsylvania Child Abuse History Check ***(no cost for Volunteers)***	This is an online procedure. 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. Note: you will 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. Once clearance is processed; print certificate and **bring with you to the HR Office.**	https://www.compass.state.pa.us/cwis/public/home 1-877-371-5422

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