

Working Papers

If you are under age 18 you must submit working papers with your application.

School Employee Background Checks

Act 153 of 2014 requires school employees to provide school districts with updated clearance certifications (Criminal Record Check, Child Abuse History Certification, and FBI Fingerprint Clearance*) every five (5) years. When you submit clearances, please keep a copy for your records.

How to Obtain Background Checks

PA State Police Criminal History: (Act 34) - \$22.00

Pennsylvania State reports can be made online at <https://epatch.state.pa.us/>

This can be done online in a matter of minutes or through the mail in a matter of weeks. To complete this online, fill out the required information and pay the fee with a credit card. **Be sure to click on the "CERTIFICATION FORM" link to print the actual certificate that is needed.** Print several copies of the results from the screen or save it as a PDF file to be accessed later because the watermark in the printout will not show in a Xerox copy.

1. Go to P.A.T.C.H. website: <https://epatch.state.pa.us/>
2. Click "Submit a New Record Check"
3. Enter requested information
4. Once processed click "Certification Form" and Print several copies
5. Provide a copy of the Certification Form to the District HR@b-ssd.org

PA Child Abuse: (Act 151) - \$13.00

Requests for clearance statements can be made online at www.compass.state.pa.us/CWIS.

You may complete the application online (Create an account or log-in) and pay online with a credit card. You will receive an email when your clearance has been processed. Log back into your account to print the certificate. If you send the paper application, you must pay with a money order. Results may take 3-5 weeks to be returned, so please allow enough time! **Make sure you provide the CERTIFICATE, not the receipt.**

Login or create an account

Application purpose is “School Employee Governed by Public School Code: Applying as a school employee who is required to obtain background checks pursuant to Section 111 of the Public School Code”
Please provide a copy of your clearance to the school. HR@b-ssd.org

FBI Finger Print Federal Criminal History: (Act 114) - \$23.85

To request FBI reports, schedule an appointment at www.identogo.com/locations/pennsylvania.

Digital Fingerprinting, **Service Code: 1KG6XN**, Please provide a copy of your appointment receipt that contains the UEID code to the District.

If you do not have a picture ID, see waiver form that must be taken with you for fingerprinting.

1. Go to IDEMIA’s website: <https://uenroll.identogo.com/>
2. Enter Service Code “**1KG6XN**” and press “Continue.”
3. Select Schedule or Manage Appointment
4. Enter Name, Birthdate, Email and Phone number
5. Create a Security Question and Answer (Remember for future reference)
6. Enter Citizenship Information
7. Enter answers to Personal Questions
8. Enter Personal Information
9. Enter Address
10. Choose Document that you will bring with you for ID
11. Select Location
12. Schedule Appointment
13. Submit Registration
14. Print Confirmation
15. Payment is processed when prints are taken
16. **Provide UEID# to employer once prints have been processed** HR@b-ssd.org

Identification Requirements
for Minor Fingerprinting Applicants

If a minor applicant does not have an identification document as listed on their **Service Code** form, at the time of the fingerprinting appointment they must present:

1. The Pennsylvania Photo ID Waiver for Minors

AND

2. One of the following identification documents for the minor

(Check the box for the documentation type presented):

- Original or certified copy of a birth certificate issued by the appropriate State Bureau of Vital Statistics or equivalent agency from a U.S. state, U.S. territory, the District of Columbia, or a Canadian province. A birth record issued by a hospital is not acceptable under this category.
- Original or certified copy of a U.S Department of State Certification of Birth Abroad issued to U.S citizens born abroad (Form FS-240, DS-1350, or FS-545).
- Original or certified copy of court order with name and date of birth indicating an official change of name and/or gender from a U.S. state, U.S. territory, the District of Columbia, or Canadian providence.
- Social Security Card (actual card).

PENNSYLVANIA PHOTO ID WAIVER FOR MINORS

Legal Name of Minor (First, Middle, Last)

_____._____/_____
DOB (DD/MM/YYYY)

I certify that I am the parent or legal guardian of the above-named child. This child does not have a state-issued photo identification card or other Primary Identity Document.

I confirm that the child present with me is the individual named above.

Printed Name of Parent or Legal Guardian

Signature of Parent or Legal Guardian

Date