

CLEARANCES: HOW TO APPLY

Act 34 – PA Criminal Background

- Please select **“Employment”** for the Purpose of Request entry.
- Apply online via the “epatch” system at <https://epatch.state.pa.us/Home.jsp>
- Results should be instantaneous unless they are **“under review”** in which case, note your reference number and date of application and use that information to check back on the “epatch” website periodically until your results are available.
- Print clearance (**be sure you click all the way through to the “certification form” button – the document you print must show your social security number, DOB, etc.**) and submit to the Maintenance Office with your other clearances.

Act 151 – PA Child Abuse

- Apply online at <https://www.compass.state.pa.us/CWIS>
- You will need to create an account with a valid email address in order to apply (please follow the directions carefully).
- This is a new online procedure; response time is anywhere between immediate and two (2) weeks.
- Print clearance and submit to the Maintenance Office with your other clearances.

Act 114 – FBI Background Check *(attached for minors, is an identification requirements application, if you do not have a state-issued photo identification or other primary identity document. Please read the form).*

- Register online at <https://uenroll.identogo.com> – **our school service code is 1KG6XN**
- For more detailed information, visit PDE – **Federal Criminal History Background Check**.
- Submit a copy of your fingerprinting receipt to the Maintenance Office with your other clearances.
- The registration ID number is on the receipt and is used by the Maintenance Office personnel to view your results online.
- Listed below are **IdentoGO sites** for the actual fingerprinting:

1382 Hanover Avenue, Allentown PA 18109-2019

John Yurconic Agency, 101 N Cedar Crest Blvd, Allentown, PA 18104 **(need appt.)**

1866 Leithsville Road, Creekside Marketplace, Hellertown PA 18055-2505