

Directions to Complete the PA State Police Clearance

The Pennsylvania Criminal Record Check can be done either online or by mail. The online results are available almost immediately, while if you chose to mail the form, it could take up to 8 weeks for the results to be returned to you.

Online: Go to <https://epatch.state.pa.us> and click on "Submit a New Record Check" and follow the instructions. Please select "Volunteer" as the Reason for Request. **There is NO COST for this volunteer clearance.** At the end of the process, you will need to print the **certification form** and either email it to HR@nwlehighsd.org or bring it to the Human Resource Office so that a copy can be made for our records.

Mail In: If you choose the mail-in process, go to <https://epatch.state.pa.us/Home.jsp> and click on Help and click on SP4-164A Form (Request for Volunteer Clearance). Print and complete the form. You must submit the completed form to PA State Police, Central Repository- RCP, 1800 Elmerton Ave., Harrisburg, PA 17110 Once the clearance is processed you can either email the clearance to HR@nwlehighsd.org or bring it to the Human Resource Office so that a copy can be made for our records.

Directions to Complete The Child Abuse History Clearance

The Child Abuse History Clearance can be completed either online or by mail. The online results are available almost immediately, while if you chose to mail the form, it could take up to 8 weeks for the results to be returned to you.

Online: Go to <https://www.compass.state.pa.us/CWIS> The first thing you will do is to create a sign-on. You will be asked for your Keystone ID#, this is a username that you will create for yourself, and also will create a password. **There is NO COST for this volunteer clearance.** Once the clearance is processed you can either email the clearance to HR@nwlehighsd.org or bring it to the Human Resource Office so that a copy can be made for our records.

Mail In: The mail in form must be completed and mailed to the Department of Public Welfare/Department of Human Services. The form can be found by clicking <http://www.dhs.state.pa.us/findaform/childabusehistoryclearanceforms/> Go to the website outlined above and check the box marked "Volunteer" as the reason for the request. Click and print out the **Child Abuse History Clearance Form**. Complete the form but do not send cash or a personal check; you must send a money order. This clearance takes approximately 5-10 weeks and the results are mailed to your home. You are responsible for bringing the clearance to the Human Resource Office so that a copy can be made for our records.

Directions to Complete The FBI Federal Criminal History Record Clearance

The FBI Criminal History Record Clearance requires individuals to have fingerprints done digitally at a registered fingerprinting site. **There is a \$27.00 fee for this clearance.** You must first register for the process BEFORE going to the fingerprinting site. The sites are also listed on-line at the COGENT website (www.pa.cogentid.com). **You must select "Volunteer"** as the reason for the fingerprinting process. Once you have registered for the fingerprinting, proceed to an approved fingerprinting site to be digitally fingerprinted. A list of approved locations are available on the COGENT website or see the enclosed list of the fingerprint sites in Lehigh County as well as fingerprint sites in surrounding counties. You will receive a Registration Number after being fingerprinted. You must provide this registration number to the Human Resource Office so your results can be retrieved.

Payment Online: There is a \$27.00 fee for this clearance and there is an optional \$2.50 charge to receive an unofficial copy mailed to your home. Payment may be made online at the time of registration using a credit or debit card.

Payment with a Money Order/Cashiers Check: The \$27.00 payment may be made with a Money Order or Cashier's Check at the fingerprint location. Money Orders and Cashier's Checks must be made out to COGENT SYSTEMS. No cash, personal checks or electronic payments for the background checks will be accepted at the fingerprint sites.

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