A GUIDE TO OBTAINING CLEARANCES

Child Abuse History Clearance | Pennsylvania State Criminal Background History | FBI Clearance

PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

You may obtain your Child Abuse History Clearance online through the Department of Human Services' Child Welfare Portal

This method is the most expedient in terms of obtaining your results. It requires a credit/debit card payment. The cost of the clearance is $13.00.

In your internet browser, type "www.compass.state.pa.us/cwis"

- Select "Create Individual Account" (if you have not created an account previously) • General Information will be shared
    - Scroll to the bottom of the page and click "Next"
- Profile Information in order to establish your Keystone Key account will be requested ○ Enter requested information and click "Finish"
- Check your email account for your temporary password
- Log into the Child Welfare Portal again and click "Individual Login"
- Select "Access My Clearances"
    - Read through the website and disclosure information and click "Continue" • Enter your Keystone Key username and password (copy and paste your password from your confirmation email)
    - Click "Login"
- Set your Permanent Password
    - Click "Submit" and then click "Close Window"
- Log back in to the Child Welfare Portal with your new password
- Review the Terms and Conditions
    - Check the box next to "I have read, fully understand and agree to the My Child Welfare Account Terms and Conditions" and click "Next"
- Review the Disclosure of Personal Information
    - Click "Continue"
- Click "Create Clearance Application" – Information you will need includes: ○ Addresses for places of residence since 1975
    - Names of all individuals you resided with since 1975, to include parents, guardians, siblings, spouses/partners, etc.
    - Any previous names you have used or have been known by
    - Credit/debit card information for the $13.00 clearance fee
- Click "Begin" at the bottom of the page
- On the Application Purpose page, select "School Employee Governed by Public School Code" and click "Next"

- Enter your Applicant and Contact information
    - Scroll down to the bottom of the page and click "Next"
- Enter Current Address, Mailing Address, and Certificate Delivery Method and click "Next"
- Add Previous Addresses and click "Next"
- Add all current and previous Household Members and click "Next"
- Review your "Application Summary" and click "Next"
- Enter your Application Payment and click "Next"
- Enter your eSignature
    - Check the box certifying that the information is correct
    - Enter your first and last name in the signature box and click "Next"
- Application Payment
    - Select "yes" or "no" to the question posed (when "no" is selected, you will be prompted to Make a Payment)
- Click "Make a Payment"
    - Enter your credit/debit card information
    - Scroll to bottom of page and click "Pay Now"
- Payment Completed
    - Click " Finalize and Submit Application"
- You will be prompted to check your email for a confirmation notification
    - You may log in to view or check the status of your application from the "PA Child Abuse History Clearance Account" at any time
    - Once your application has been finalized, you will receive an email to log in to your account and view/print the outcome/clearance results
    - If you do not receive an email with 30 days of submission, contact the ChildLine and Abuse Registry's Child Abuse History Clearance Unit at 1-877-371-5422

Upon receipt of your results, present your clearance certificate to your current or prospective employer. KASD employees should present their certificate to the Office of Human Resources.

NOTES

Keystone Key ID: _____

Password: _____

PENNSYLVANIA STATE POLICE REQUEST FOR CRIMINAL RECORD CHECK

You may obtain your Pennsylvania Criminal Background Clearance online through the Pennsylvania State Police ePatch website

In most cases, results will appear instantaneously if no record exists. Online submission requires a credit/debit card payment. The cost of the clearance is $22.00.

In your internet browser, type "https://epatch.pa.gov"

- Scroll to the "Credit Card Users" section and select "Submit a New Record Check"
- Read the terms and conditions for the use of PATCH
    - Scroll to the bottom of the page and select "Accept"
- Enter the required Personal Information
    - Under "Reason for Request," use the drop-down menu to select "Employment"
    - Click "Next"
- Personal Information Review (verify the information you entered)
    - Click "Proceed"
- Enter all requested information contained on "Record Check Request Form"
- Click "Enter this Request"
- Click "View Queued Record Check Requests (1)"
- Review your Record Check Request information and click "Submit"
- Enter your payment information and click "Next"
- Verify your payment information and click "Submit"
- Record Check Request Results will appear after being processed
    - Click "Control #" to view the details of your record check
- Click "Certification Form" to open up a new browser window with the official clearance certification document for your records (NOTE: You will not receive a copy in the mail)
    - Click the printer icon to print a copy of the certificate

Upon receipt of your results, present your "Response for Criminal Record Check" certification form to your current or prospective employer. KASD employees should present their certification form to the Office of Human Resources.

NOTES

My Control #: _____

Date of Submission: _____

Full Name Submitted Under: _____

FBI FEDERAL CRIMINAL HISTORY CLEARANCE

All applicants for employment with the Kutztown Area School District are required to obtain a Federal Criminal History Record. Applicants must follow the following procedures.

The fingerprint-based background check is a multiple-step process, as follows:

1. **Registration** - **The applicant must register prior to going to the fingerprint site**. Walk in service is allowed but all applicants are required to complete pre-enrollment in the new Universal Enrollment system.

   Pre-enrollment can be completed online or over the phone. The registration website is available online 24 hours/day, seven days per week at https://uenroll.identogo.com. Telephonic registration is available at 1-844-321-2101 Monday through Friday, 8am to 6pm EST. During the pre-enrollment process, all demographic data for the applicant is collected (name, address, etc.) along with notices about identification requirements and other important information.

   When registering online, an applicant must use the appropriate agency specific Service Code to ensure they are processed for the correct agency and/or applicant type. Using the correct service code ensures the background check is submitted for the correct purpose. Fingerprint requests processed through any other agency or purpose cannot be accepted and are not transferrable. If an applicant enters the wrong code by mistake, the incorrect applicant type will appear at the top of the screen. The applicant should select the "Back to Home" button and begin the process again, by reentering the correct Service Code. If the applicant proceeds with the process under the incorrect code, the pre-enrollment and/or results cannot be transferred to another state agency and the applicant will have to start the process over and pay for the background check again. The Service Code for those employed by the Kutztown Area School District is **1KG6XN**.

2. **Payment** - The applicant will pay a fee of **$26.20** for the fingerprint service and to secure an unofficial copy of the Criminal History Record. Major Credit Cards as well as Money orders or cashier's checks payable to **MorphoTrust** will be accepted on site for those applicants who are required to pay individually. If using a Credit Card, the person who is named on the card must be present for signature. No cash transactions or personal checks are allowed.

3. **Fingerprint Locations** – During the pre-enrollment process, an applicant must select a fingerprint site of their choice. The system will prompt the applicant to select a date/time to be fingerprinted or they may select "walk-in". If choosing "walk-in", please note that scheduled appointments take priority.

   After the registration process is completed, the applicant proceeds to the fingerprint site of their choice for fingerprinting. The location of the fingerprint sites and days and hours of operation for each site are posted on IDEMIA's website at https://uenroll.identogo.com.

4. **Fingerprinting** - At the fingerprint site the Enrollment Agent (EA) manages the fingerprint collection process. The fingerprint transaction begins when the EA reviews the applicant's qualified State or Federal photo ID before processing the applicant's transaction. A list of approved ID type may be found on the IDEMIA website at https://uenroll.identogo.com . **Applicants will not be processed if they cannot produce an acceptable photo ID**. After the identity of the applicant has been established, all ten fingers are scanned to complete the process.

5. **Report Access** – For the public or private school or higher education institution to access the official report via the electronic system, applicants must present their **UEID** to the hiring entity (as shown on the receipt provided after fingerprint capture). This process allows an applicant to provide multiple potential employers with their **UEID**, as the report is linked to the **UEID** number and not assigned to a specific school.

   If an applicant has lost their receipt or needs to confirm the **UEID**, the applicant may visit the UEP website (https://uenroll.identogo.com/) and simply check the status of their file by providing alternate personal information. Applicants will enter their personal information after clicking in the lower portion of that screen to obtain their receipt with the **UEID**.

   Applicants will receive an unofficial copy of their report. However, the school is **required to review the official CHRI online** and print a file copy of the CHRI if the applicant is hired by the school or their contractor, or if the applicant is approved for student teaching.

INQUIRIES

More information regarding fingerprinting locations and the process for obtaining an FBI fingerprint based background check report may be found at: https://uenroll.identogo.com.

Applicants and schools with policy questions may contact PDE at (717) 783-3750 or RA-PDE SchoolService@pa.gov.

Fingerprint Services Customer Service Call Center: 1-844-321-2101.

Frequently Asked Questions: https://www.identogo.com/locations/pennsylvania

NOTES

Appt. Date & Time: _____

Location: _____

UEID: _____