



PA Background Clearances

Avon Grove Charter School's policy mandates that all AGCS employee clearance forms must be updated upon request of the school not less than every 36 months. These clearances are required by the Department of Education for all public and private schools and identified as:

Act 34: [Pennsylvania Access to Criminal History \(PATCH\)](#)

Act 151: [Pennsylvania Child Abuse](#)

Act 114: [FBI Criminal Background \(Fingerprints\)](#) code 1KG6Q9

*** Employees are required to report any offenses listed under Section 111(e) of the School Code – please report these offenses on [PDE Form 6004](#).*

The Human Resources Department will contact (*end of April or early May*) employees that need to update their clearances before the next school term. Employees are responsible to submit and pay for their clearances but are eligible for reimbursement for the out-of-pocket expense for the required background clearances.

Friendly Reminders:

- A reimbursement form must be completed and signed by supervisor
 - *Reimbursement forms can be found on the Staff Intranet or Paylocity*
- Copies of receipts for each clearance must be attached
- Completed forms are to be submitted to the Business Office (**Susan Winiarski and Terri Baiocco**)
- Reimbursement requests must be submitted no later than July 15th of current year.
- If, at any point during the process, you have to submit for a duplicate clearance, reimbursement will not be granted and you will absorb the cost.

Please only submit your results once ALL clearances are complete to hr@agcharter.org!!!

***Please submit clearances in PDF format from your school email address.*

Policy #101:

If the employee fails to return to Human Resources the necessary clearances, the employee will receive an unpaid suspension for one (1) day, to ensure the required clearance forms and fingerprinting are completed. After the one (1) day suspension, if the employee fails to complete the clearance requirement by not providing HR with the completed document, the employee will be terminated effective immediately.

[Pennsylvania Access to Criminal History](#)

Step 1. Click on the link above to access the EPATCH website.



Step 2. Click "Submit a New Record Check".

Step 3. Read the Terms and Conditions and scroll to the bottom to Accept.



Step 4. Select Individual Request and click continue.

Step 5. Select "**Employment**" for Reason of Request and **enter your personal information**. Click Next at the bottom of the page once you have entered your information.

• Reason For Request: **Employment**

• First Name:

Middle Name:

• Last Name:

• Address Line 1:

Address Line 2:

• City:

• State: -- Select a State --

• Zip:

Country: UNITED STATES

• Email Address:

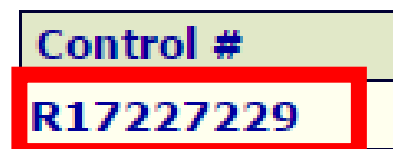
Confirm Email Address:

• Phone Number:

Step 6. The next page will ask you to review the information entered on the previous page, please double check for errors. Continue forward by clicking "**Proceed**".

Step 8. Enter your payment information to process your application.

Step 9. Once your request has been processed on the Record Check Request Results screen, click on the Control # hyperlink to review details of the record.



**** PRINT THIS PAGE AS PROOF OF RECEIPT FOR REIMBURSEMENT. You will not be able to access it again.**

Subject	:	No Record	
Race:		Request Date:	
Sex:		Last Update Date:	
Date of Birth:		Fee:	\$22.00
Social Security #:		Payment Method:	
Reason for Request:	Employment	Receipt #:	

Certification Form

Step 10. Please click "Certification Form" to access your official PA Criminal Background Check.

The below picture is an example of the certification that should be submitted to HR. **Be sure to print or save your certification, you will only be able to access the certification one time!**

Pennsylvania State Police

1800 Elmerton Avenue
Harrisburg, Pennsylvania 17110

Response for Criminal Record Check

TELEPHONE 717-633-1331

KENNETT SQUARE PA 19348

TO WHOM IT MAY CONCERN:

THE PENNSYLVANIA STATE POLICE DOES HEREBY CERTIFY THAT:

Name:

Date of Birth:

Social Security #:

Sex:

Race:

Date of Request:

Purpose of Request: Employment

Maiden Name
and/or Alias (1)

(2)

(3)

(4)

(5)

***** HAS NO CRIMINAL RECORD IN PENNSYLVANIA BASED ON A CHECK BASED ON THE ABOVE IDENTIFIERS - REFER TO CONTROL #1 (1/1/2017) *****

THE RESPONSE IS BASED ON A COMPARISON OF DATA PROVIDED BY THE REQUESTOR AGAINST INFORMATION CONTAINED IN THE FILES OF THE PENNSYLVANIA STATE POLICE CENTRAL REPOSITORY ONLY. PLEASE CONFIRM IDENTIFIERS PROVIDED. POSITIVE IDENTIFICATION CANNOT BE MADE WITHOUT FINGERPRINTS THE PENNSYLVANIA STATE POLICE RESPONSE DOES NOT PRECLUDE THE EXISTENCE OF CRIMINAL RECORDS, WHICH MIGHT BE CONTAINED IN THE

[Pennsylvania Child Abuse](#)

Step 1. Click on the link above to access the Child Welfare Portal.

Step 2. If you have never created an account through the site before, you will need to **Create Individual Account**. If you are renewing your PA Child Abuse Clearance you will log in using the **Individual Login** button.

WELCOME TO THE
Child Welfare Portal

Our service provides a means for individuals to apply for PA Child Abuse History Clearance online and for mandated reporters to report child abuse in Pennsylvania.

INDIVIDUAL LOGIN **CREATE INDIVIDUAL ACCOUNT**

Organizations can manage PA Child Abuse History Clearances online for their employees and volunteers

ORGANIZATION LOGIN **CREATE ORGANIZATION ACCOUNT**

Step 2A. Create Individual Login:

- Prompted to create a Keystone ID (you will create this ID, please write it down)
- Fill out the required fields including security questions – you cannot make changes to name, Keystone ID, or birthdate after your account is set up.
- When all fields are complete, check your email for your temporary password and reminder of your Keystone ID. Emails will come from automatedmailDONOTREPLY@pa.gov, check SPAM if you do not see either email within 5 minutes.
- Close browser and return to PA Child Abuse Website
- Click Individual Login then Access my Clearances

Create Keystone ID: Profile Information

1 → General Information

• = Required

To create a new Keystone ID, please provide the following information:
Note: Please ensure the information provided below is accurate. Once the Keystone ID is created, you will be prompted to provide your First Name, Last Name or Date of Birth associated with this ID.

• Keystone ID

• First Name

• Last Name

• Date Of Birth

• E-mail

• Confirm E-mail

Step 2B. Logging in with your Keystone ID and Password:

- Close the window and log in again, this time with your Keystone ID and password you created.
- Read and check the boxes
- Continue to next page, click on Create Clearance Application in the upper right hand corner.

PA pennsylvania

Keystone Key

Username

Password

LOGIN

Self-service for Citizens

- Forgot User ID
- Forgot Password
- Edit Profile

Step 3. Filling out your Clearance Application:

- Read through the Getting Started page
- Once read, click on Begin.
- For Application Purpose, select *“School Employee Governed by Public School Code: Apply as a school employee who is required to obtain background checks pursuant to Section 111 of the Public-School Code.”*

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.

Step 4: Application Completion:

- Complete the application by filling in all your personal information (addresses, living and non living that you have lived with
- Under the section Certified Delivery Method in the address section, you can elect to have a paper copy of the clearance mailed to you. The clearance will also be online
- Review your information for accuracy and continue through the pages until you get to the payment page.
- You do not require a code to complete this application.

Application Payment

Did an organization provide a code for your application? (required) ?

Yes No

****The next screen will ask you to enter your credit card information. Once you submit your cc info, please save and/or print the confirmation screen as proof of receipt for reimbursement.**

To submit a payment for your application, please click the 'Make A Payment' button at the bottom of this page.

If your application times out during your payment submission, it will be saved to your PA Child Abuse History Clearance Account where you may quickly retrieve and submit it.

When you select the 'Make a Payment' button, you will be navigated to a [secured external site](#) to submit your payment. Once your payment is received, your application will be submitted and you will be directed to the Submission Confirmation page.

[←PREVIOUS](#)

[MAKE A PAYMENT →](#)

Step 5: Certification

- You should receive an email within two weeks of filling out your application
- Check earlier than two weeks though

6. Retrieving your Certification:

- At about 2 weeks completing the application you will receive an email inviting you to log in and download your certificate

- The following instructions apply to those who have complete an application in the last 5 years but need another coffee.

7. Individual Login

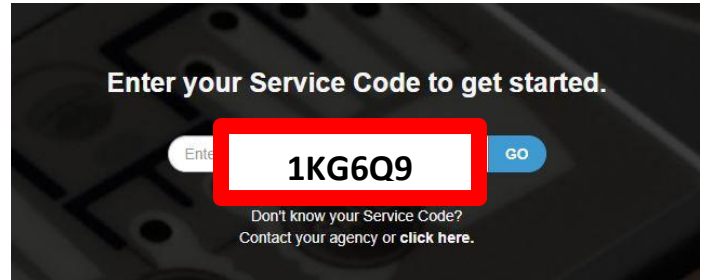
- Click Access your clearances
- Enter Keystone ID and password
- The status of your application is available on this page. If process is complete, you will be able to use a hyperlink to download your certificate.
- You will also find previous applications.
- Download Certificate

*** Save your Keystone ID and Password to access your certificate ***

[FBI Criminal Background \(Fingerprints\)](#)

Step 1. Click on the link above to register for your fingerprints.

Step 2. Use the service code provided: **1KG6Q9**



Step 3. Select "Schedule or Manage Appointment" and complete the necessary information to register for your fingerprints.

When registering, you will be asked to select a document to bring to your appointment. The name on the document must match the name you are enrolling under. ** Do not forget to bring the selected document to your fingerprinting appointment.



Once you have completed your fingerprints, please **send your UEID# found on your receipt to Human Resources.**

Below are a number of Enrollment Centers/FBI Fingerprinting Sites:

Location:	Address:	Monday-Friday Hours:	Saturday Hours:
West Grove *Pack N Ship	25 Jenners Village Circle West Grove, PA 19390	10:30am-12:30pm & 1:30pm-5:30pm	11:00am-1:00pm
Kennett Square *Parcel & More	873 E. Baltimore Pike Kennett Square, PA 19348	10:30am-5:30pm	N/A
West Chester *AAA	707 E. Gay Street West Chester, PA 19380	8:30am-12:00pm & 12:30pm-5:00pm	8:30am-12:00pm & 12:30pm-3:00pm
Downingtown *AAA	105 Quarry Road Downingtown, PA 19355	9:00am-12:00pm & 12:30pm-5:00pm	9:00am-2:00pm
Coatesville *H&C Nursing	525 Highland Blvd, Suite 105 Coatesville, PA 19320	11:30am-5:00pm	N/A