

# Employee Clearance Application Directions

**Current Employees must update and submit three clearances every 5 years:  
Act 34, Act 151 & Act 114**

## **Act 34 Criminal Background History**

Criminal reports may be obtained electronically from the Pennsylvania State Police at <https://epatch.pa.gov>.  
**You will be required to enter a valid credit card which will be charged \$22.00.**

- Click on **<Submit a New Record Check>**
- Click to accept the terms and conditions
- Complete the fields
  - **Choose: individual request <continue>**
  - **Reason: employment**
  - **Enter personal information**
- Click **<next>**
- Verify the information by clicking **<proceed>**
- Complete the fields and click on **<enter this request>**
- Click **<finished>**
- Click **<submit>** then **<checkout>** and enter the credit card information
- Click on the Control Number
- Click **<certification form>** to access official clearance
- Print the certificate by clicking **PRINT** at the top of the page

Note: If certificate shows **Request Under Review for Control # or Pending**, check daily for status of certificate by returning to [https://epatch.pa.gov/](https://epatch.pa.gov) website.

- Choose **<record check>** top of the page
- Choose **<check status>**
- Enter requested information
- Check for **No Record** or **Record** on certificate
- Print certificate

## **Act 151 Child Abuse History** – If experiencing issues, please try a different web browser.

The Child Abuse History report application may be obtained electronically at <https://www.compass.state.pa.us/CWIS>

**You will be required to enter a valid credit card which will be charged \$13.00.**

### First Time Users:

- Create new account (email address needed)
- Click **<next>**
- Keystone ID: **< create a username>**
- Complete the fields
- Click **<finished>**
- Note exact entry of first and last name (needed for electronic signature)

Note: A temporary password will be emailed to you. Once you obtain your temporary password, you will need to log in and change your password. Once the password is changed, follow the procedures below.

### Already Have a Login:

- Individual Login

- Access my clearances
- Click **<continue>**
- Login
- Click **<continue>** and follow **<next prompts>**
- Click on **<Create a Clearance Application>**
- Click **<begin>**
- Application Purpose: **<Employee Governed by Public School Code>**, click **<next>**
- Follow prompts to enter information
- Click "+" to add information
- Click **<next>** to continue
- Complete/enter eSignature
- Application payment page:
  - "Did an organization provide a code for your application" – **<please mark "no">**
- Submit payment

Note: May take up to 14 days to receive the report via email or mail.

## **Act 114 Federal (FBI) Criminal History Fingerprint Guidelines**

- All staff members must register with Identogo at [uenroll.identogo.com](http://uenroll.identogo.com) before arriving at the fingerprint site or register by calling Identogo at 844-321-2101; select option #6.
- If registering online, enter service code **1KG6XN** and follow steps below:
  - **<Schedule or Manage Appointment>**
  - Choose **<Name/Method of Contact>**
  - Enter required information then choose **<Next>** (several pages) (Note: NO authorization code for payment)
  - Search for Enrollment Center Location
    - Note: Most locations are open and accepting appointments
- Print a copy of your registration form. It will contain a UE# that must be presented at the time of fingerprinting. The UE number will always start with **UZSV**.
- A driver's license is required at the time of fingerprinting.
- Social security number is required at the time of fingerprinting.
- If using a credit card, the name on the card must be the same as the person being fingerprinted. For example, the use of a spouse's credit card for the transaction will not be permitted.
- The current **amount due for fingerprinting is \$26.20**. This fee must be paid by credit card, debit card or money order only. Cash or personal checks will not be accepted. Unfortunately, individual payments will only be accepted.
- Once your fingerprints have been scanned and processed, the results will be emailed directly to you
  - It will be a one-time only link that will expire in 30 days.
  - It must be saved or printed when you open it.
  - It will be **"UNOFFICIAL"** results. Note: you will **NOT** receive "official" results.
  - Check your Junk/Spam folder.
- **Both pages** of the report must be submitted.

To find a fingerprint location, visit <https://www.identogo.com/locations/pennsylvania>

Please submit all 3 clearances to Seneca Valley Human Resources at one time. If emailing documents, they must be in .pdf format. Pictures will not be accepted.

**Make copies** for your personal files before submitting clearances.