

CLEARANCE GUIDE

- Volunteer clearances cannot be used for employment purposes.
- Renewed clearances can be dropped off to HR in person or emailed to - ClearanceRenewals@cciu.org

FBI Fingerprint Record Check (Act 114) Cost \$25.25

1. You must be fingerprinted at a PDE approved Identogo site.
2. Click on the link to find a fingerprinting site closer to you - <https://www.identogo.com/locations> or call 844-321-2101, Press 1 for English, then press 6 to speak with a representative.
3. Please reach out to your Supervisor or HR generalist for the fingerprinting code to register for fingerprinting.

* **Please note**, you will receive an email from PASafeCheck that will give you access to your unofficial FBI fingerprint clearance. This link is **available for One-time access only**, and once accessed will no longer be valid. You should only access this link from a device that will allow you to download, print, or save your results at that time. **FBI Fingerprinting completed under DHS will not receive this email. You will receive your clearance through US mail.**

Pennsylvania Criminal Record Check (Act 34) Cost \$22.00

<https://epatch.pa.gov/home> (Do not use Safari browser)

1. Choose "Submit a New Record"
2. Choose "Individual Request".
3. Choose "**employment**" as reason for request.
4. Fill in requested information.
5. Click proceed. Enter additional requested information. Submit and pay with credit or debit card.
6. **Be sure to click on "print certificate" to print actual clearance prior to exiting the system.** If you have a problem and you do not get your report or control number, call 888-783-7972 for assistance.

Pennsylvania Child Abuse History Clearance (Act 151) Cost \$13.00

<https://www.compass.state.pa.us/CWIS>

1. Choose "Individual Login" for existing username and login. Users cannot reset or recover a user ID. If you do not remember the login you created, use the "**Create Individual Account**" to receive a new username and password
2. **Keystone ID will be the username you create**
3. Click on create application
4. Choose **School Employee Governed by Public School Code** for the "Purpose of Clearance."
5. Complete clearance application
6. Did an organization provide a code for your application? Answer NO
7. Your clearance will be mailed or emailed to you depending what you chose while completing the application.

If you experience issues logging in to your account, contact the CWIS Support Center at 1-877-343-0494.

For questions related to the Pennsylvania Child Abuse History Clearance, please contact the Child Line Verification Unit at 877-371-5422.