School Employee Background Checks

Act 153 of 2014 requires school employees to provide school districts with updated clearance certifications (Criminal Record Check, Child Abuse History Certification, and FBI Fingerprint Clearance*) every five (5) years. When you submit clearances, please keep a copy for your records.

How to Obtain Background Checks

PA State Police Criminal History: (Act 34)

Pennsylvania State reports can be made online at https://epatch.state.pa.us/

This can be done online in a matter of minutes or through the mail in a matter of weeks. To complete this online, fill out the required information and pay the fee with a credit card. **Be sure to click on the "CERTIFICATION FORM" link to print the actual certificate that is needed.** Print several copies of the results from the screen or save it as a PDF file to be accessed later because the watermark in the printout will not show in a Xerox copy.

1. Go to P.A.T.C.H. website: https://epatch.state.pa.us/
2. Click “Submit a New Record Check”
3. Enter requested information
4. Once processed click “Certification Form” and Print several copies
5. Provide a copy of the Certification Form to the District

PA Child Abuse: (Act 151)

Requests for clearance statements can be made online at **www.compass.state.pa.us/CWIS**.

You many complete the application online (Create an account or log-in) and pay online with a credit card. You will receive an email when your clearance has been processed. Log back into your account to print the certificate. If you send the paper application, you must pay with a money order. Results may take 3-5 weeks to be returned, so please allow enough time! **Make sure you provide the CERTIFICATE, not the receipt.**

Login or create an account
Application purpose is "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"
Please provide a copy of your clearance to the school.

FBI Finger Print Federal Criminal History: (Act 114)

To request FBI reports, schedule an appointment at www.identogo.com/locations/pennsylvania.

Digital Fingerprinting, **Service Code: 1KG6XN**, Please provide a copy of your appointment receipt that contains the UEID code to the District.

1. Go to IDEMIA's website: https://uenroll.identogo.com/
2. Enter Service Code "**1KG6XN**" and press "Continue."
3. Select Schedule or Manager Appointment
4. Enter Name, Birthdate, Email and Phone number
5. Create a Security Question and Answer (Remember for future reference)
6. Enter Citizenship Information
7. Enter answers to Personal Questions
8. Enter Personal Information
9. Enter Address
10. Choose Document that you will bring with you for ID
11. Select Location
12. Schedule Appointment
13. Submit Registration
14. Print Confirmation
15. Payment is processed when prints are taken
16. **Provide UEID to employer once prints have been processed**