1. CHILD ABUSE CLEARANCE

Click on this link: https://www.compass.state.pa.us/CWIS

- Click on: Create Individual Account
    - Click on "Access My Clearances"
- Create a Keystone ID and Password (this is the same thing as a Username)
- An email will be sent to the email address you provide; in that email, there will be a code along with a link. Click on that link, and enter the code.
- Then create a password and security questions.
- SAVE YOUR KEYSTONE ID, PASSWORD AND THE ANSWERS TO YOUR QUESTIONS IN A SAFE PLACE! *(This will save you a lot of hassle when you go to renew your clearances in 5 years.)*
- From there, create your application

Creating an account and submitting your clearance application online will give you access to your results or the status of your results. When your official clearance results are available, you will receive an email with a link in it.

Follow that link to access a PDF of your results, which you can download and/or print to turn in to Human Resources.

If you requested a copy of the clearances to be mailed to your address, it should typically arrive within 2 weeks.

Cost: $13.00

2. PENNSYLVANIA STATE POLICE CRIMINAL RECORD CHECK INSTRUCTIONS

Applicants can go to the Pennsylvania Access to Criminal History website and apply for their criminal record check online with the Pennsylvania State Police at: https://epatch.pa.gov/home

- Click on Submit A New Record Check → Accept the Terms & Conditions → Individual Request
- REASON: **EMPLOYMENT**

Once you complete the application, you will be able to print your certificate almost immediately. Click on the words "**Certification Form**" which will take you to your official results. Print that document, and turn it in to Human Resources.

Cost: $22.00

3. Federal Criminal History Background Checks

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

1. **Registration** – Click on this link: https://uenroll.identogo.com/
   - The applicant must register prior to going to the fingerprint location
   - 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 on-line, an applicant is required to use a service code:

1KG6XN

Fingerprint requests processed through any service code or through any other agency 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 **(1KG6XN).**

If the applicant proceeds with the process under the incorrect code, the pre-enrollment and/or results cannot be used by our District, and the applicant will have to start the process over and pay for the background check again.

2. **Payment** - The applicant must pay via credit or debit card at the time of service for the fingerprints. No cash transactions or personal checks are allowed.

3. **A list of IdentoGo locations can be found here: https://www.identogo.com/locations**

4. **Get your fingerprints taken; save your receipt!**

5. **Send your UEID Number to HR -** This is found on the receipt provided to you after you are fingerprinted, and is also available in your fingerprint appointment confirmation email. HR uses your UEID number in order to run your official fingerprint results. You do not receive official results via email or mail!

Cost: $24.95

If you need assistance, please contact Jenn in HR @ 610-359-4380 or jcanavan@mnsd.org