Easton Area School District
1801 Bushkill Drive • Easton, PA 18040-8186 • 610-250-2400

Required Clearances for Employees

The Child Protective Services Law / Act 153 (effective 12/31/2014) requires all School Employees, Contractors, and volunteers having routine, direct contact with children to obtain new clearances every 60 months. This includes Pennsylvania child abuse, Pennsylvania state and federal criminal history checks. Below are instructions for obtaining clearances.

PA STATE POLICE CRIMINAL HISTORY RECORD / ACT 34

- https://epatch.pa.gov/home; click on Submit a New Record; Accept Terms
- Select "Individual Request"
- Reason for Request: Select "Employment" for the purpose of request entry
- Pay with credit/debit card ($22.00)
- Results are typically instantaneous unless they are "under review" in which case, note your reference number and date of application and use that information to check back on the "epatch" website periodically until your results are available.
- Print clearance (be sure to click all the way through to the **"Certification Form"** (document you print must show your SSN, DOB, etc.)
- Submit to the Education Center with other clearances.

PA CHILD ABUSE HISTORY CLEARANCE / ACT 151

- https://www.compass.state.pa.us/cwis/public/home
- Create an account with a valid email address, following directions
- Check "School Employee" for the purpose of clearance box
- Pay with credit/debit ($13.00)
- Response time may be immediate or up to two weeks (check your email and follow instructions)
- Print clearance and submit to the Education Center with other clearances.

FBI FEDERAL CRIMINAL HISTORY RECORD (Applicants will register with IDEMIA (MorphoTrust)and be printed at an IdentoGO site.

- https://www.identogo.com/locations/pennsylvania
- PDE School Districts, Enter Service Code – **1KG6XN**
- Click on Schedule/Manage Appointment
- Go Through the screens and enter information as required.
- You will have the ability to enter your zip code and the system will then take you to a screen with local IdentoGO service centers. Click on one of those centers where you will go to be printed. You can make an appointment on-line or click walk in. Payment is taken at the center. Currently, the cost is **$27.95**
- After making that choice, it will take you to a Service Summary Page. Print that page and remember to bring the identification document you indicated when registering.
- Pay with credit card, money orders or cashier's checks payable to Morpho Trust. No cash or personal checks are accepted.
- Applicants will receive an unofficial copy of their report.
- Submit your Universal Enrollment ID (UEID) (as shown on the receipt provided after fingerprint capture) or a copy of the completed form/request along with your other clearances.