

BACKGROUND CLEARANCES FOR EMPLOYMENT

1) *Criminal History Record Check (PA State Police)*

- Apply online at <http://epatch.state.pa.us> using a credit card (\$22.00 fee).
- In most cases, results will be available to print immediately – click on the blue “Certification Form” hyperlink to print the official results.
- Provide results to the employer.

2) *Pennsylvania Child Abuse History Clearance*

- Create an individual account or use an existing individual login to apply online at <https://www.compass.state.pa.us/cwis/public/home> using a credit card (\$13.00 fee).
- Allow up to 14 days from the receipt of application for processing.
- Applicant will be notified when clearance is available to view/print.
- Provide results to the employer.

3) *Federal Criminal History Record Information (FBI Fingerprinting)*

- Pre-enroll online at <https://uenroll.identogo.com/workflows/1KG6XN> using service code **1KG6XN for Pennsylvania PDE-School Districts**.
- Depending on the location selected, the applicant may be required to make an appointment rather than utilizing the walk-in service.
- Print a copy of the registration confirmation.
- Visit the selected fingerprint site – must provide proper identification and payment (\$22.60 fee) by credit card, money order, or cashier’s check.
- Provide employer with a copy of the registration confirmation containing the UEID number – official results will be reviewed/accessed online by employer upon completion of fingerprinting.
- An unofficial copy of the criminal history record will be mailed to the applicant.

Note: Fingerprint locations and days/hours of operation are subject to change. You may search for the fingerprint site nearest to your location and verify current days/hours of operation using the following link:
<https://uenroll.identogo.com/workflows/1KG6XN/locator/location>.