

# Online Clearance Information and Links for Non-School Employees

## Pennsylvania State Police Criminal Record Check

<https://epatch.state.pa.us/NewRecordCheckAction.do>

Click on "Submit a Record Check" (requires a credit card )

\$8.00 fee

(do not use volunteer link)

- Hints:**
1. Choose "Other" for Reason for running clearance.
  2. When you get to the page that says "Record Check Details" (after you submit your credit card information), scroll down a bit and you will see a link to a **Certification Form**. Click on that link, follow directions and print the actual certificate.

## PA Department of Human Services Child Abuse History Clearance

<https://www.compass.state.pa.us/cwis/public/home>

Click on "Create Individual Account"

\$8.00 fee

**Hint:** You need to click on "Create Individual Account". Then you will need to create a "Keystone ID". This is like a username – it is not a password. After you fill in the information requested and answer security questions (print this page before you leave it), the state will send you a temporary password through email. You will need to use the Keystone ID (username) and the temporary password to sign back in to the website to actually apply for the clearance. Then you will have to change your password. Record your keystone ID and password and keep for future reference. Then, use your username and your own password to apply for the clearance.

## Federal Criminal History Record Information (CHRI) – FBI REPORT

[www.pa.cogentid.com](http://www.pa.cogentid.com)

\$25.75 fee

- Hints:**
1. Choose **Department of Human Services** box on right (**NOT** PA Department of Education)
  2. On the right, under Registration, choose Register online.
  3. Check box that you agree to submit to a fingerprint based check. Scroll down and click on continue
  4. You only need to fill in yellow boxes – you **do not** need to fill in the information about an Agency.
  3. For 'Reason for Fingerprinting', choose "Employment with significant likelihood of regular contact with children"
  4. At the end of the registration process, be sure to print your registration number, which you need to take to the fingerprinting site. There will also be a link to a map of Pennsylvania, showing you where all the places are that you can go to have your fingerprints done electronically **AFTER** you register. Click on the number of your geographical area and you will find the list of sites, addresses and hours.

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