

The Pennsylvania Department of Education requires anyone working with or observing children in public and private schools, IUs, Libraries, and vocational-technical schools to provide proof of the following clearances:

Pennsylvania State Criminal Record Check
Pennsylvania Child Abuse History Clearance
Federal Criminal History Record **Please see below regarding exemption

These clearances must be submitted on or before the first day of volunteering and are to be dated within 1 year of your start date.

Pennsylvania Child Abuse History Clearance (Act 33/151)

Fee: Background check fees for volunteers are waived one time within a 5-year period.

ONLINE APPLICATION:

- Create an account and apply online using the following URL:
<https://www.compass.state.pa.us/cwis/public/home>
- When filling out the form, check the "volunteer" option under "Purpose of Clearance".
- Your results may be available immediately. If not, you can log in at a later time to view the status of your results. The process can take up to 14 days for processing, and you will be mailed a copy of your results.

For questions or check the status of a request, please call the Department of Public Welfare, Childline and Abuse Registry at (717)783-6211.

Pennsylvania State Criminal Record Check (Act 34)

Fee: \$0.00

ONLINE APPLICATION FOR PENNSYLVANIA RESIDENTS:

- This clearance may be obtained on-line using the following URL:
- <https://epatch.state.pa.us>
- **You will need to save the following to access your record check:**
- **Control #, Name, and Date of Request**
- The on-line response is typically instant, and the applicant can print the report from their computer. The mailed request can take up to 4 to 5 weeks for processing and will be mailed directly to the applicant.

For questions or to check the status of a request, please contact the Pennsylvania State Police at (888)783-7972.

Federal (FBI) Criminal History Record

Additionally, a fingerprint based federal criminal history (FBI) submitted through the Pennsylvania State Police or its authorized agent is required if:

- The position the volunteer is applying for is a paid position; and
- The volunteer has lived outside the Commonwealth of Pennsylvania in the last 10 years.

Volunteers who are not required to obtain the FBI Clearance because they are applying for an unpaid position and have been a continuous resident of Pennsylvania for the past 10 years must swear or affirm in writing that they are not disqualified from service based upon a conviction of an offense under §6344.

Fee: \$22.60 – Volunteer (Service Code: 1KG6ZJ)

Applicant must register online or by phone, and then visit a fingerprinting facility.

- Applicants must register on-line using the following URL:
<https://www.identogo.com/locations/pennsylvania>
- Under Enrollment Services, check the Digital Fingerprinting option
- Enter the following service code:
For staff working in a library enter Service Code: 1KG738
For staffing working in a school enter Service Code: 1KG6XN
- Payment is made at the time of fingerprinting.
- The applicant then reports to one of the approved fingerprint centers with a state or federal identification card.
- The mail request can take up to 6 to 8 weeks for processing and will be mailed directly to the applicant.

For questions or to check the status of a request, please contact IdentoGo at (844) 321-2101.
