

Step-by-Step Instructions to Apply for Clearances

Child Abuse History Certification Online Application

<https://www.compass.state.pa.us/CWIS/Public/Home>

1. If registering for the first time, choose *Create Individual Account* and proceed to step 2. Otherwise, choose *Individual Login to Access your Clearances and Create a Clearance Application*. Proceed to Step 6. (See FAQ at the top of website if “having trouble logging in”)
2. Read the directions on the next page, and then click *Next*.
3. Fill in all the information requested (remember the Keystone ID is a username created by the user) including security questions and the security riddle (if the security riddle is unclear go back to the initial website and you should get a new question). Click *Finish* after completing all fields.
4. You will be provided with a temporary password at the email address provided.
5. When you receive the email go back to the initial webpage and chose *Login* and if entering for the first time you will be prompted to change your password. (It is important that you write down your username and password for future access!)
6. There will be a series of pages to fill in but remember to select **School Employee Not Governed by Public School Code** for the purpose of the clearance (**Do not choose VOLUNTEERS Only version**)
7. When asked about the Certificate Delivery Method, remember to answer *Yes*, you would like to have a paper copy sent to your home or mailing address.
8. You must pay for the clearance online (\$13) using either a debit or credit card and then sign electronically.
9. The website states that you will be provided with updates regarding the status of your clearance and will be notified when it is ready to be printed. While the website states that the process is automatic, it has been known to take up to two weeks for the clearance to be generated.

Criminal Record Check-PA State Police

<https://epatch.pa.gov>

1. Have a credit card ready.
2. Click on *Submit a New Record Check (Do not choose VOLUNTEERS Only version)*
3. Select *Individual Request*
4. Reason for Request - **choose Other.**
5. Accurately complete the information requested and click *Next*.
6. Verify, then click on *Proceed*.
7. Enter your personal information again and click *Enter the Request*.
8. Click on *Finished*.
9. Click *Submit* on the Review page
10. Enter your credit card information (\$22) and click *Next*.
11. Click on the hyperlink for the control number.
12. **Very Important:** Write down the Control Number and the date it was processed.
13. Click on **Certification Form**.
14. Print this form. If you have issues with printing, you will need the CONTROL NUMBER and the DATE you processed the clearance in order to access it on another computer to print.

Please see reverse side →

FBI Background Fingerprinting Check

<https://uenroll.identogo.com/>

1. Enter your Service Code to get started: **1KG6RT**, click **GO** (all teacher education students use this same code to be fingerprinted for PA Department of Education)
2. Click **Schedule or Manage Appointment** and complete all *Essential Info* then click **Next**
3. Complete all *Additional Info* for **Agency Identifiers** then click **Next** (create a security question and answer, write this down for future reference)
4. Complete all *Citizenship* information then click **Next**
5. Complete all *Personal Questions* information then click **Next** (you do not have an authorization code)
6. Complete all *Personal Information* then click **Next**
7. Complete all *Address* information then click **Next**
8. Choose the Identification *Document* you will bring to your enrollment then click **Next**
9. Search for an *Enrollment Center* for *Location* to be fingerprinted then click **Next**
10. *Select Date* and *Select Time* for fingerprinting appointment then click **Next** (scheduled appointments take priority over Walk-Ins)
11. Print the enrollment screen (you will also receive an email from Identogo confirming appointment)
12. Hit **Submit**
13. You will be prompted to **confirm appointment**. Your payment of \$23.85 will be made at the Identogo Center via CreditCard, Business Check or Money Order at the time of the fingerprinting appointment.
14. You will receive an email from PASafeCheck (**status@dev.PASafeCheck.identogo.com**) within 72 hours of being fingerprinted with a link to access your 2-page Unofficial Copy called the Civil Applicant Response.
IT IS IMPORTANT THAT YOU ARE AT A COMPUTER WHERE YOU CAN PRINT AND SAVE THE UNOFFICIAL COPY AS THIS WILL BE A ONE-TIME ACCESS ONLY LINK!

To check on a clearance request, if there is a delay:

CWIS Support Center: **1-877-343-0494** (PA Child Abuse)
PATCH Helpdesk: **1-888-783-7972** (PA Criminal Record Check)
Identogo/Idemia: **1-855-845-7434** (FBI Fingerprinting)

Important Reminders:

- **Make copies of all your clearances**
- **Store them in a safe and accessible location**
- **Have them readily available should anyone request them.**

Please see reverse side 

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