

# Obtaining Clearances for Employment

The following is the process for obtaining new clearances.

## Criminal Background Check

Please follow these steps to obtain an instant background check. But please be aware that you may not receive an instant clearance. Don't worry, that happens sometimes. It's not an indication that something is on your record, it just means that for some reason, the website wasn't able to provide an instant background check.

1. Go to the PSP website at <https://epatch.state.pa.us>. You do not have to log on or create an account. You'll then click the "Submit a New Record Check". For the purposes of employment, you cannot get a volunteer record check. Volunteer clearances cannot be accepted for employees.
2. Follow the prompts by entering your information in the boxes. You will have to enter your personal information twice because you are the requestor and the subject of clearance. The site asks for identifying information that you most likely know: SSN, DOB, etc.
3. Pay \$22 for the online clearance.
4. Once you've paid, you'll see a page called Record Check Details, which is your receipt. In the middle of the page, you'll see a control number. And then your basic information. Below your info, in blue letters, you'll see [Certification Form](#). Please click that to preview and then print your clearance. This Record Check Details is not your clearance. Your clearance will have the state seal as a watermark on it. You can use your browser's print command to print the clearance.

## Child Abuse Clearance

To obtain a child abuse clearance, you are going to have set up an account on the Compass website. You will actually have to create an account with a user name and a password if you do not already have one. I've found that these are not instant usually and that you will receive an email when the clearance is ready to be viewed and printed.

1. Go to [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis) and click on [CREATE INDIVIDUAL ACCOUNT](#). You will be asked to make up a Keystone ID, like a username and provide an email address. Make sure you correctly type in your email address because the site will send you a temporary password to that email. You then log in with this temporary password and create a permanent password. You can then apply for the clearance.
2. You'll need to know the basic information just like for the state police check, but this form also asks that you provide all prior addresses, since 1975, and everyone you lived with since that time.
3. This clearance is \$13 and once you pay, you'll get an e-clearance number. Record that number someplace for reference.
4. You'll receive a confirmation email once you've completed the application saying that your application will be processed and you will receive an email notification within 14 days. Once you get the confirmation, you can click the link provided, type in your username and password and obtain and print your clearance.
5. Volunteer Clearances: Volunteers can get a free copy of their Child Abuse Clearance once every 57 months.

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## FBI Fingerprint Scan (IdentoGO)

In 2017, the state contracted with a new company, Identogo for fingerprinting services. Their website is <https://uenroll.identogo.com>. You will then enter the service code 1KG6XN and be directed to the webpage for school employees to schedule or manage your appointment.

## General Information about Clearances

The Child Protective Services Act was revised to address a few portions of the law that were either vague or overly burdensome. Here are the highlights as they apply to school district employees:

- Volunteers can get their clearances for free. However, these cannot be used for employment purposes. In other words, if you receive a paycheck from the district, you can't use volunteer clearances.
- All clearances are now good for five years instead of three. That means if the clearances in your personnel file are less than five years old, they are good. However, they are only good for five years from the date you had them processed. And they will need renewed every five years for as long as you are employed by a school district.

Obtaining these clearances is pretty simple and I hope that the steps I've laid out help you along. However, if you need any help at all, just let me know.