

PA legislation (ACT 15) Clearance Instructions

1. PA State Criminal Clearance can be completed online at <http://epatch.state.pa.us/Home.jsp>

- *Click on submit a new record check (Grey box)*
- *Please click on accept terms and conditions*
- *Under requestor details: Please select individual request then click on continue*
- *Please complete the form*
- *After you enter your payment information please print out a receipt for reimbursement*

What to Submit: Results must be printed and presented to the co-op coordinator.

2. Pennsylvania Child Abuse History Clearance can be completed online at <https://www.compass.state.pa.us/CWIS/Public/Home>

- *Under the Child Welfare Portal please click on Create Individual Account. Then click on next at the bottom of the page.*
- *You will need to create a Keystone ID (Please Remember the Keystone ID that you create. You will have to re-enter it again.*
- *Once you create a Keystone Account, the Child Welfare Portal will email you a generic password.*
- *You will have to log back into the Website and this time click on Individual Login and click on Access My Clearances*
- *Please enter Keystone ID that you created and enter the password that was emailed to you.*
- *For Application Purpose please click on School Employee Governed by Public School Code, because you are considered a contractor for co-op purposes.*
- *After you enter your payment information please print out a receipt for reimbursement*

What to Submit: You will be emailed notification that the Child Abuse has been completed. You will have to log back into the Child Abuse History Clearance website above. Please click on Your application has been processed (Green Box). Print out clearance and submit a copy to the co-op coordinator.

3. **FBI Clearance Registration** can be completed at <https://uenroll.identogo.com/>
- Please enter the Code: **1KG6NX**
 - Click on **Schedule or Manage Appointment**
 - Please complete all of the information on the following pages
 - You will need an email address to receive the clearance after completion
 - You will not have an Authorization Code
 - Under document please click on **Driver's License issued by a state**
 - Enter your zip code and then select the location and click on that location.
 - *****Need to print out the UE ID Number using Print Status Button (Upper right corner)**
 - *****Must bring picture ID (Driver's License or Passport) and Form of Payment (Credit Card, Checks, or Money Order)**
 - Please keep the receipt of payment and make a copy for reimbursement purposes.

What to Submit: Once your fingerprints have been completed, please present a copy of the UE ID Number Receipt to the Co-op Coordinator to verify the clearance and for proof of payment for reimbursement.

FOR MORE INFORMATION ABOUT THE FINGERPRINTING PROCESS:

Visit Identogo at: <http://uenroll.identogo.com>

Call Identogo at: **844-321-2101 (Press 1 for English then Press 6 to Speak with a Person)**

Thank you for your cooperation and compliance with this new law. If you have any questions regarding the new legislation or your requirement to obtain new clearances, please contact Lew Gordner – lewg@cciu.org or call 610-933-8877 Ext. 4249