

PA PUBLIC SCHOOL CLEARANCE PROCEDURES

7/12/2011

Act 34 of 1985 (Criminal Record Check through the PA State Police), Act 151 of 1994 (Child Abuse History Clearance, PA Department of Welfare) and Act 114 of 2006 (FBI Federal Criminal History Record) require all applicants for employment with PA public schools to undergo background checks, **which shall be no more than one year old at the time of employment.**

ACT 34 CRIMINAL RECORD CHECK—paper/mail process with form #SP4-164, available at school district office or online at <http://www.portal.state.pa.us/portal/server.pt?open=512&objID=4451&&PageID=458621&level=2&css=L2&mode=2>.

- Requester Name: applicant fills in *own* name and address.
- Requester Identification: select individual/non-criminal justice agency box.
- Reason for Request: select employment box.
- Fee/Mailing – \$10.00 certified check or money order. Personal checks will not be accepted. Send the completed form with payment to the Pennsylvania State Police Central Repository. The address is on the form, bottom right side. Processing time may be up to 4 weeks.

P.A.T.C.H. (online process for Act 34):

- Fee: \$10.00 by using a credit/debit card.
- Go to internet web-site <https://epatch.state.pa.us>
- Select “Submit a New Record Check”. Read and click “Accept” on the “Terms and Conditions...” page, and follow instructions on web page.
- Applicant should fill in his/her own name and address for the “Record” status request lines.
- If the results are “No Record” you should receive this response immediately. Print out the “Invoice” with a copy of the State seal embedded on the paper.
- If the response is “Request Under Review, or Pending”, you must periodically check back with the website until your request is processed. Results of “Record” will be mailed to the applicant and may not be printed.

ACT 151 CHILD ABUSE HISTORY CLEARANCE—paper/mail process with form #CY-113, available at school district office or online at <http://www.dpw.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm>

- Applicant Identification: applicant fills in *own* name and address.
- Purpose of Clearance: select SCHOOL box.
- Fee/Mailing: \$10.00 money order. Personal checks will not be accepted. Send the completed form with payment to the Childline and Abuse Registry. The address is on the form, top-right. Processing time estimated up to 3 weeks.

ACT 114 FBI FEDERAL CRIMINAL HISTORY RECORD—fingerprint scanning process

- Applicant must register with Cogent Systems—Online: www.pa.cogentid.com (for school employment you must select PA Department of Education-PDE—Do NOT select Department of Public Welfare or Banking) or by calling 1-888-439-2486. Monday thru Friday, 8:00 AM—6:00 PM.
- Fee: \$33.00 – You may request a paper copy of the report for an additional \$2.50. **This will be your only opportunity to request a copy.** Payment may be made online using a credit/debit card.
- Fingerprints can be scanned at the following locations (go to www.pa.cogentid.com for additional fingerprinting sites and information): Tioga County Courthouse, Monday thru Friday, 9:00 A – 3:45 P **by appointment only**—call 570-723-8231, to schedule an appointment; the BLAST I.U. #17 office, Canton, Monday – Friday, 8:00 A—3:30 P. No appointment is necessary (www.iu17.org for more information); UPS Store #1927 TJ Maxx Shopping Center, Williamsport, Monday – Friday 7:00 A – 7:00 P and Saturday 9:00 A – 4:00 P. A photo ID must be presented before fingerprints can be scanned.
- If an applicant does not receive the official record within 8 weeks after being fingerprinted, call Denise Wolfgang at (717)783-3750 or e-mail her at dwolfgang@state.pa.us. Do not call Cogent Systems.
- In case of a delay in the system and for positions not requiring work alone with children, the district may employ up to 90 days on a provisional basis pending receipt of the official record. The processed Act 34 and 151 clearances and a receipt from www.pa.cogentid.com indicating the Act 114 FBI background check was submitted are required. This may include cafeteria, secretary, and some paraprofessional positions.

**If you have any questions, please contact
Sandy Skolny, Secretary to the Superintendent’s Office, 570-638-2183 ext. 310**