

Clearances are required by Act 34 of 1985 and Act 114 of 2006, as amended, for all prospective employees of public schools, private schools and their contractors' employees who will work in direct contact with children. Also required for "student teacher candidates." There are three (3) required background checks or clearances.

To be provided by the applicant and reviewed by the school prior to the applicant working in a position in which he will have direct contact with children.

Criminal history reports shall be no more than one (1) year old at the time of employment.

REQUIRED CLEARANCES:

**1) ACT 34 - PENNSYLVANIA STATE POLICE
CRIMINAL RECORD CHECK**

**2) ACT 151 - PA CHILD ABUSE HISTORY
CLEARANCE**

**3) ACT 114 - FEDERAL FBI CRIMINAL HISTORY
RECORD**

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ACT 34 BACKGROUND CHECK

Following are procedures for obtaining the PA State Police background clearance.

ELECTRONIC SUBMISSION - PATCH

The Pennsylvania State Police established a web-based computer application called "Pennsylvania Access to Criminal History" or PATCH. Using this system, a requestor can apply for a criminal background check on an individual basis.

NON-REGISTERED USERS: Individuals are considered non-registered users. Log onto <https://epatch.state.pa.us> and select "Submit a New Record Check" under credit card users.

SUBMISSION OF REQUEST ON PAPER VIA US MAIL

Applicants can also use Form SP4-164, Pennsylvania State Police Request for Criminal Record Check. Send the completed form with payment to the following address: Pennsylvania State Police Central Repository-164, 1800 Elmerton avenue, Harrisburg, PA 17110-9758.

Fee: \$10.00 payable to "Commonwealth of Pennsylvania."

(Use attached form or submit online)

<https://epatch.state.pa.us>

NAME/ REQUESTER	
ADDRESS	
CITY/STATE/ ZIP CODE	

CONTACT TELEPHONE NUMBER (INCLUDING AREA CODE)

										<input type="checkbox"/> FEE EXEMPT-NONCRIMINAL JUSTICE AGENCY - NO FEE											
			-				-														
NAME/SUBJECT OF RECORD CHECK (FIRST)						(MIDDLE)						(LAST)									
MAIDEN NAME AND/OR ALIASES						SOCIAL SECURITY NUMBER						DATE OF BIRTH (MM/DD/YYYY)					SEX		RACE		

◀◀◀◀CHECK BOX THAT MOST APPLIES TO THE PURPOSE OF THIS REQUEST▶▶▶▶▶

<input type="checkbox"/> ADOPTION (DOMESTIC)	<input type="checkbox"/> EMPLOYMENT/SCREENING	<input type="checkbox"/> PASSPORT
<input type="checkbox"/> ATTORNEY	<input type="checkbox"/> FOSTER CARE	<input type="checkbox"/> PRIVATE INVESTIGATIONS
<input type="checkbox"/> BANKING	<input type="checkbox"/> HEALTHCARE	<input type="checkbox"/> SOCIAL SERVICES
<input type="checkbox"/> BAR ASSOCIATION	<input type="checkbox"/> HOUSING	<input type="checkbox"/> TENANT CHECK
<input type="checkbox"/> CHURCH	<input type="checkbox"/> INSURANCE LICENSE	<input type="checkbox"/> VISA
<input type="checkbox"/> CHILD CARE	<input type="checkbox"/> MENTAL HEALTH	<input type="checkbox"/> VOLUNTEER AMBULANCE/FIREFIGHTER
<input type="checkbox"/> EDUCATION	<input type="checkbox"/> NURSE AID TRAINING	<input type="checkbox"/> VOLUNTEER
<input type="checkbox"/> ELDER CARE	<input type="checkbox"/> OTHER _____	
<input type="checkbox"/> EMERGENCY MANAGEMENT		

AVAILABLE ONLY TO SUBJECT OF RECORD OR LEGAL REPRESENTATIVE WITH LEGAL AFFIDAVIT ATTACHED FOR THE PURPOSE OF REVIEWING YOUR CRIMINAL HISTORY.

☐ INDIVIDUAL/NONCRIMINAL JUSTICE AGENCY - ENCLOSE A CERTIFIED CHECK/MONEY ORDER IN THE AMOUNT OF \$10.00, PAYABLE TO:
"COMMONWEALTH OF PENNSYLVANIA"
THE FEE IS NONREFUNDABLE

☐ FEE EXEMPT-NONCRIMINAL JUSTICE AGENCY - NO FEE

ACT 151 (CHILD ABUSE) BACKGROUND CHECKS

Following are procedures for obtaining the PA Department of Public Welfare Child Abuse History Clearance.

You may obtain forms from schools or the Department of Public Welfare website.

You may not submit this request on line. You must complete the application and submit it with your payment, by U.S. Mail. Enclose a \$10.00 money order for each application. No cash or personal checks accepted.

Indicate SCHOOL as the "Purpose of Clearance."

Clearance results will be mailed within 14 days from the date that the clearance is received.

(Use attached form)

PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

COMPLETE SECTION I ONLY. PRINT CLEARLY IN INK. ENCLOSE \$10.00 MONEY ORDER ONLY. PAYABLE TO DEPARTMENT OF PUBLIC WELFARE. DO NOT SEND CASH OR PERSONAL CHECK.

SEND TO CHILDLINE AND ABUSE REGISTRY, DEPARTMENT OF PUBLIC WELFARE, P.O. BOX 8170 HARRISBURG, PA 17105-8170

APPLICATIONS THAT ARE INCOMPLETE ILLEGIBLE OR RECEIVED WITHOUT FEE WILL BE RETURNED UNPROCESSED. IF YOU HAVE QUESTIONS CALL 717-783-8211

CHILDLINE USE ONLY
DATE RECEIVED BY CHILDLINE

SECTION I

APPLICANT IDENTIFICATION

IN THIS SPACE PRINT APPLICANT'S FULL NAME AND ADDRESS (DO NOT USE INITIALS)

NAME

STREET

CITY, STATE
ZIP CODE

SOCIAL SECURITY NUMBER

AGE

DATE OF BIRTH

DAYTIME PHONE NO.

SEX

☐ M ☐ F

COUNTY YOU LIVE IN

PREVIOUS NAMES USED SINCE 1975 (Include Maiden Name, Nicknames, Aliases)

(FIRST, MIDDLE, LAST)

(FIRST, MIDDLE, LAST)

PURPOSE OF CLEARANCE (Check ONE block ONLY)

☐ CHILD CARE

☐ FOSTER CARE

☐ ADOPTION

☐ SCHOOL

☐ VOLUNTEERS-A copy of your PROCESSED "Request for Criminal Record" (Form SP4-164) must be attached. Out-of-state residents must also attach a copy of their PROCESSED FBI clearance (Form FID-258).

☐ CWEP (Community Work Experience Program Participant)

SIGNATURE OF CAO REP

CAO PHONE NO

PREVIOUS ADDRESSES SINCE 1975 (Attach additional pages if necessary)

1.

2.

3.

4.

HOUSEHOLD MEMBERS (List everyone who lived with you at anytime since 1975 to the present).

NAME (First, Middle, Last) Do not use initials.

RELATIONSHIP

PRESENT
AGE

SEX

1.

2.

3.

4.

5.

6.

I certify that the above information is accurate and complete to the best of my knowledge and belief and submitted as true and correct under penalty of law (Section 4904 of the Pennsylvania Crimes Code).

Applicants are required to show the Administrator the original document. Administrators are required to keep a copy of this child abuse history record on file. Any person altering the contents of this document may be subject to civil, criminal or administrative action.

APPLICANT'S SIGNATURE

DATE

DO NOT WRITE IN THIS SECTION - CHILDLINE USE ONLY

SECTION II

RESULTS OF HISTORY CHECK

☐ APPLICANT IS NOT LISTED IN A REPORT OF CHILD ABUSE OR A REPORT FOR SCHOOL EMPLOYEE.

☐ APPLICANT IS LISTED IN A REPORT OF CHILD ABUSE OR A REPORT FOR SCHOOL EMPLOYEE (SEE BELOW).

STATUS OF REPORT

DATE OF INCIDENT

STATUS OF REPORT

DATE OF INCIDENT

1.

3.

2.

4.

VERIFIER

DATE

VERIFIER'S SUPERVISOR

DATE

SECTION III

DO NOT WRITE IN THIS SECTION - CHILDLINE USE ONLY
VOLUNTARY CERTIFICATION FOR CHILD CARE SERVICES

_____ has requested a certification which includes a clearance of his/her name against the child abuse, school employee, and criminal history reports.

The results of the child abuse and school employee report clearances are listed in Section II on the reverse side. The results of the criminal history reports are listed below. Out-of-state residents must have criminal history clearance from both the Pennsylvania State Police and the FBI. The voluntary certification may be obtained every two years.

It is the responsibility of parents and guardians to review this information to determine the suitability of the applicant as a substitute caregiver.

PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

- ☐ Applicant is named as the perpetrator of a "Founded" child abuse or school employee report which occurred in the last five years.
- ☐ Applicant is named as the perpetrator of a "Founded" child abuse or school employee report which occurred over five years ago.
- ☐ Applicant is named as the perpetrator of an "Indicated" child abuse or school employee report.
- ☐ Applicant is not named as the perpetrator of any child abuse or school employee report contained in the Statewide Central Register.

PENNSYLVANIA STATE POLICE CLEARANCE

- ☐ Record exists and contains convictions which prohibit hire in a child care position. Report attached.
- ☐ Record exists, but convictions do not prohibit hire in a child care position. Report attached.
- ☐ Record exists, but no convictions are shown. This does not prohibit hire in a child care position. Report attached.
- ☐ No record exists. Report attached.

FBI CLEARANCE

- ☐ Record exists and contains convictions which prohibit hire in a child care position. Report attached.
- ☐ Record exists, but convictions do not prohibit hire in a child care position. Report attached.
- ☐ Record exists, but no convictions are shown. This may not prohibit hire in a child care position. Report attached.
- ☐ No record exists. Report attached.
- ☐ No FBI clearance required.

VERIFIER_____
DATE_____
VERIFIER'S SUPERVISOR_____
DATE

DEPARTMENT OF PUBLIC WELFARE
ChildLine and Abuse Registry

PLEASE COPY AND ATTACH THIS DIRECTION SHEET TO EVERY APPLICATION DISTRIBUTED

DIRECTIONS

1. Type or print **CLEARLY AND NEATLY IN INK** Section I only.
2. Address must be **APPLICANT'S** current home address.
3. All information must be completed in full. (The form asks for all previous names, addresses, and household members **SINCE 1975**). This information must be provided to the best of your knowledge and belief. If necessary, attach additional pages.
4. Application must be **SIGNED**.
5. Enclose a **\$10.00 MONEY ORDER** for each application. No cash or personal checks accepted. Agency or business checks are acceptable.
6. **DO NOT** send any postage paid return envelopes.
7. Application should be placed in a **BUSINESS-SIZED OR LARGER** envelope prior to mailing.
8. **ONE BLOCK** must be checked for Purpose for Clearance. **DO NOT** check more than one block.
 - a. **Check the Volunteer Block** if performing a service (paid or unpaid) for organizations such as Big Brothers/Big Sisters, Boy Scouts, Little League or churches. **A COPY** of your Criminal Record Check results obtained within the past year must be attached. **DO NOT** send original Criminal Record results. If you are not a Pennsylvania resident, you must also attach a copy of your FBI results obtained within the last year. **THIS BLOCK SHOULD NOT BE CHECKED FOR ANYONE VOLUNTEERING IN SCHOOLS.**
 - b. **Check the School Block** if seeking to have involvement within a school (public, private vocational, technical, nursing) **FOR ANY REASON.**
 - c. **Check the Foster Care Block** if applying for foster parenting or custody of a child.
 - d. **Check the Adoption Block** if in the process or planning to adopt a child.
 - e. **Check the Child Care Block** if planning to work in a day care setting, or if all other blocks do not apply.
 - f. **Check the CWEP Block** if you are participating in a Department of Public Welfare training program. The signature and phone number of the County Assistance Representative is required.

CLEARANCE RESULTS WILL BE MAILED TO YOU WITHIN 14 DAYS FROM THE DATE THAT THE CLEARANCE IS RECEIVED IN OUR OFFICE. THERE WILL BE NO REPLACEMENTS AFTER 90 DAYS

FAILURE TO COMPLY WITH THE ABOVE INSTRUCTIONS WILL CAUSE CONSIDERABLE DELAY

Please contact the following for applicable criminal history requests:

PA Criminal Record Checks (SP4 164):	(717) 783-5494 or (717) 783-5492
FBI Cards for School Employees (FD 258):	(717) 783-3750

ACT 114 BACKGROUND CHECKS

Following are procedures for obtaining the FBI Federal Criminal History Records:

1. REGISTRATION

The applicant must register prior to going to the fingerprint site. Registration is completed online or over the phone.

✓ **ONLINE**

Registration is available online 24 hours/day, seven (7) days per week at www.pa.cogentid.com – click on PA Department of Education and follow directions to register online.

MAKE SURE THAT YOU REGISTER FOR A BACKGROUND CHECK FOR PENNSYLVANIA DEPARTMENT OF EDUCATION.

✓ **TELEPHONE**

Telephone registration is available at 1-888-439-2486 Monday through Friday, 8 AM to 6 PM EST.

COGENT
Applicant Fingerprinting Online Services

Click below for information pertaining to background checks for:

- Contact Information:
2M Cogent Inc.
5026 Braddock Avenue
Suite 401
Duette OH 43015-1001
Need Support? [Click here](#)
- Useful Links:
[Home](#)
[About Us](#)
[Contact Us](#)
[FAQ](#)
[Privacy Policy](#)
- Others:
[PA & NJ Locations](#)
[Training](#)

pennsylvania
Department of Education (DOE)
Teachers, school administrators, student teachers, independent contractors, etc...

pennsylvania
Department of Public Welfare (DPW)
Turning children into adults, case management, social services, workers, hospital personnel, licensing centers, etc...

pennsylvania
Department of Transportation (DOT)
Pennsylvania Department of Transportation

pennsylvania
Department of Banking and Securities (DOB)
Pennsylvania Department of Banking and Securities

pennsylvania
Department of Aging (DOA)
Long Term Care Employment, lived in Pennsylvania for less than 2 years

▲ If you are unsure of which agency you need to register for, please consult your employer or one of the below agencies for further guidance. You are financially responsible for any incorrect registration.
Need Help? [Click here](#) ● to help you determine which agency you are required to register for.

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2. PAYMENT

The applicant will pay a \$33.00 fee for the fingerprint service and to secure the Federal Criminal History Record. Applicants may make payment online at 222.pa.cogentid.com by using a credit or debit card. Money orders and cashiers checks made payable to Cogent Systems are also accepted at the fingerprint service site. No cash or personal checks are permitted.

3. FINGERPRINTING

Once the applicant is registered, the applicant proceeds to the fingerprint site. No appointment is necessary; however, you must be registered. Walk-in service without prior registration will not be provided at any fingerprinting location.

The following are the closest fingerprinting sites:

Midwestern Intermediate Unit IV
453 Maple St.
Grove City, PA 16127
724-458-6700 ext. 204 or 237
www.miu4k12.pa.us

Hours of Operation: Monday-Friday, 8:00 AM to 4:00 PM. Closed New Year's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving (Thurs. & Fri.), Christmas.

CCIS of Lawrence County
1001 East Washington St., Suite 3
New Castle, PA 16101
724-658-8874

Hours of Operation: Monday & Tuesday - Walk in Only 1:00 PM to 3:30 PM. Wednesday - By Appointment Only 9:30 AM to 11:30 AM & 2:00 PM to 3:30 PM. Thursday & Friday - Walk in Only 8:30 AM to 12:00 PM. Closed early at 3:00 PM on the day preceding a holiday.

Directions:

• **GROVE CITY - MIDWESTERN INTERMEDIATE UNIT IV**

From I-79:

From I-79 Exit 113 (Grove City Exit). Rt. 208 East to Grove City (approximately 4 miles). Turn right at 1st traffic light onto Main Street. Proceed through 2nd and 3rd traffic lights. Continue 5 blocks beyond 3rd traffic light. Turn right onto Maple St. MIU4 is located at the end of Maple Street. Parking is available.

From Sharon:

Forker Blvd. to Business Rte. 62/E. State Street. Approx. 13.5 miles to Mercer. Turn right (South) onto US-19/S. Erie St. and then immediately turn left (East) onto SR-58/E. Market St. for 9.9 miles. Turn right (Southwest) onto Maple St. (.1 miles)

(See attached map)

• **NEW CASTLE - CCIS OF LAWRENCE COUNTY**

Take PA 60 S to New Castle (I-376E). Take exit 9 for Mitchell Rd. Turn right onto PA-18/Wilmington Rd. Go approx. 4.6 miles. Turn left onto E. Washington St. From the Lawrence County Courthouse continue to travel east on E. Washington St. (approx. 2 miles) thru two traffic lights. Almira Building will be on the left approx. 2 city blocks from the second traffic light. CCIS is located on the 3rd floor of the Almira Building. Enter bldg. at the front entrance. Security button on right hand side of door will be labeled CCIS. All visitors must be bussed into bldg. Elevator to third floor is located to the left of lobby. (Stairs do not go to third floor).

4. IDENTIFICATION REQUIRED

At the fingerprint site, the applicant will be asked to produce a qualified State or Federal photo ID before processing may begin. In the absence of these IDs, applicants may provide one or more **secondary documents** which include:

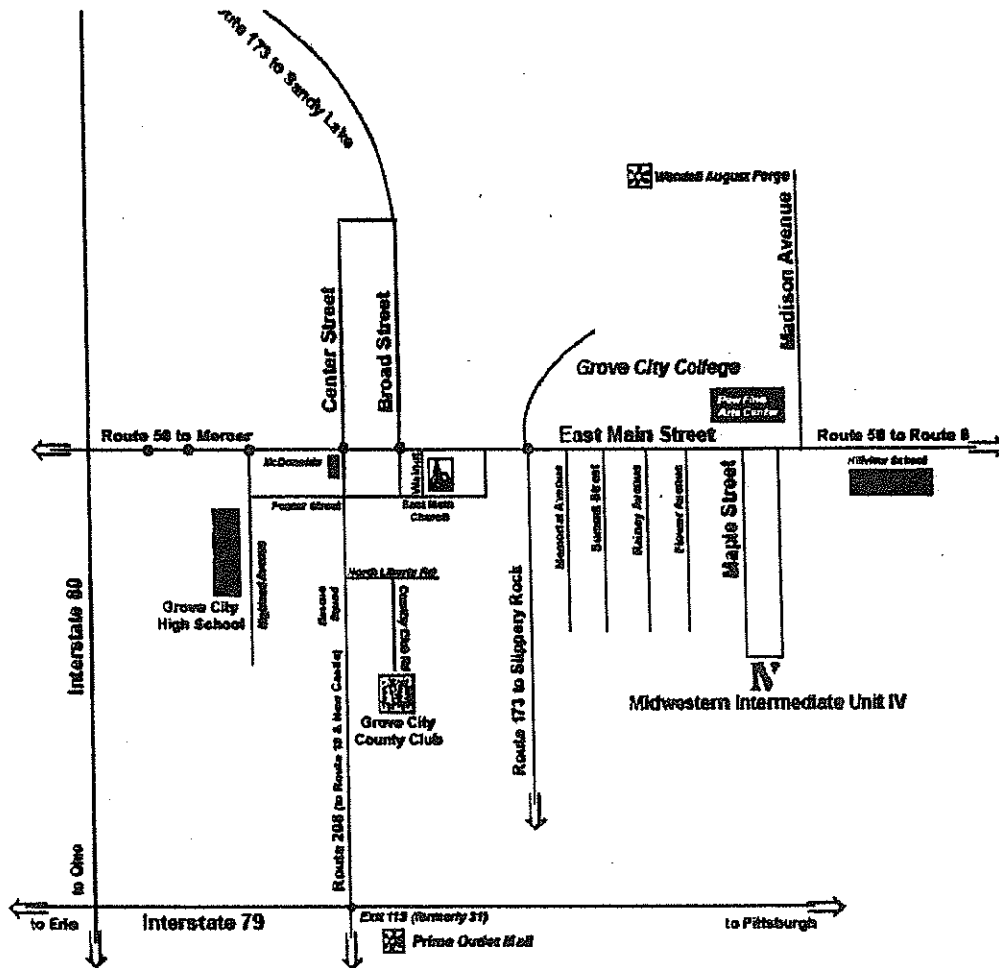
- ✓ State Government Issued Certificate of Birth
- ✓ US Active Duty/Retiree/Reservist Military ID Card (000 10-2)
- ✓ US Passport
- ✓ Social Security Card
- ✓ Certificate of Citizenship (N560)
- ✓ Certificate of Naturalization (N550)
- ✓ INS I-551 Resident Alien Card issued since 1997
- ✓ INX 1-688 Temporary Resident Identification Card
- ✓ INS I-688B, I-766 Employment Authorization Card

Secondary documentation may be supported by at least two of the following:

- ✓ Utility Bill (Address)
- ✓ Voter Registration Card
- ✓ Vehicle Registration Card/Title
- ✓ Paycheck Stub with Name/Address
- ✓ Cancelled Check or Bank Statement

Applicants will not be processed if they cannot produce acceptable identification.

5. At the fingerprint site, your fingerprints will be scanned (3-5 minutes). You will be given a paper that has been signed and sealed indicating that you have had your fingerprints scanned. You should provide this paper to the school district to be copies for your file as proof that you have been fingerprinted for the Federal Criminal History Record. **(MAKE SURE THE PAE# IS WRITTEN ON IT).**
6. Pennsylvania Department of Education (PDE) will receive the Federal Criminal History Record from the FBI. PDE will return the Federal Criminal History Record to the applicant. This document, with the Commonwealth Seal imbedded, constitutes an official record. The applicant then provides the Federal Criminal History Record to their prospective employer to be copied for their personnel file.



MAP TO MIDWESTERN INTERMEDIATE UNIT IV (GROVE CITY)

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