

A GUIDE TO OBTAINING CLEARANCES

Child Abuse History Clearance | Pennsylvania State Criminal Background History | FBI Clearance

PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

You may obtain your Child Abuse History Clearance in one of two ways:

METHOD #1 - Online through the PA Department of Human Services Child Welfare Portal

This method is the most expedient in terms of obtaining your results. It requires a credit/debit card payment. The cost of the clearance is \$13.00.

In your internet browser, type www.compass.state.pa.us/cwis

- Select “Create Individual Account” (if you have not created an account previously)
- General information will be shared. Scroll to the bottom of the page and click “Next”
- Profile information to create your new Keystone Key account will be requested. Enter required information and click “Finish”
- Check your email for your temporary password
- Log in to the Child Welfare Portal again and click “Individual Login”
- Select “Access My Clearances” to review website/disclosure information and click “Continue”
- Enter your Keystone Key username and temporary password (copy/paste from confirmation email) and click “Login”
- Create your new, permanent password. Click “Submit” and then “Close Window”
- Log in again to the Child Welfare Portal using your new password
- Review and check the box next to site terms and conditions and click “Next”
- Review the Disclosure of Personal Information and click “Continue”
- Click “Create Clearance Application” – Information you will need includes:
 - Addresses for all places of residence since 1975
 - Names of all individuals you lived with since 1975, to include parents/guardians, siblings, spouses/partners, etc.
 - Any previous names you used or have ever been known by
 - Credit/debit card information for the \$13.00 clearance fee
- Click “Begin” at the bottom of the page
- Under “Application Purpose”, select “School Employee Governed by Public School Code” and click “Next”
- Enter your applicant and contact information, scroll down, and click “Next”
- Enter current address, mailing address, and certificate delivery method. Click “Next”
- Add previous addresses and click “Next”
- Add current and previous household members and click “Next”
- Review Application Summary and click “Next”
- Enter Application Payment and click “Next”
- Enter your eSignature
 - Check the box certifying the information is correct
 - Enter your first and last name in the signature box and click “Next”
- Application Payment - Select “yes” or “no” (You will be prompted to make a payment if choosing “no”)

- Click “Make a Payment” and enter your credit/debit card details. Scroll to bottom, click “Pay Now”, and then click “Finalize and Submit Application”
- You will be prompted to check your email for a confirmation message
 - You may log in to the Child Welfare Portal to check the status of your application at any time
 - Once your clearance results are available, you will receive an email directing you to log in to your account and access the clearance as a printable/downloadable PDF
 - If you do not receive an email within 30 days of application submission, contact the ChildLine & Abuse Registry’s Child Abuse History Clearance Unit at 1-877-371-5422

METHOD #2 - By Mail

This method may take up to eight (8) weeks to obtain results by mail and requires a \$13.00 money order.

Clearance forms may be obtained through the Office of Human Resources or may be downloaded:

- Visit the BCIU website at www.berksiu.org and select “Employment” on the Quick Links drop-down menu
- Click “Clearances” (on left side of page) and select “Pennsylvania Child Abuse History Certification”

To expedite your paper application, you are encouraged to take your completed form and \$13.00 money order directly to State Senator Judy Schwank’s office, located at 210 George Street, Muhlenberg Township, Reading 19605 (Ph. 610-929-2151).

Upon receipt of your results, present your clearance certificate to your current or prospective employer. BCIU employees should present their certificate to the Office of Human Resources.

NOTES

My Keystone Key ID: _____

My Password: _____

PENNSYLVANIA STATE POLICE REQUEST FOR CRIMINAL RECORD CHECK

You may obtain your PA State Criminal Background Check in one of two ways:

METHOD #1 - Online through the PA State Police PATCH website

In most cases, results will appear instantly if no record exists. Online submission requires a credit/debit card payment. The cost of the clearance is \$22.00.

In your internet browser, type <https://epatch.state.pa.us>

- Select the grey “Submit a New Record Check” box in the middle of the screen
- Review the PATCH terms and conditions, scroll down, and select “Accept”
- Enter the required personal information
 - Under “Reason for Request,” select “Employment” from the drop-down menu, and click “Next”
- Review and verify the information you entered and click “Proceed”
- Enter all requested demographic information on “Record Check Request Form”
- Click “Enter this Request” and then click “View Queued Record Check Requests (1)”
- Review your information and click “Submit”
- Enter your payment information, click “Next”, verify the information, and click “Submit”
- Record Check Request results will appear after being processed. Click “Control #” to view printable details

- Click “Certification Form” to open a new browser window and generate the official clearance document. Print a copy of this certificate (NOTE: You will not receive a copy in the mail)

METHOD #2 - By Mail

This method may take up to eight (8) weeks to receive results by mail and requires a \$22.00 money order. Record check forms may be obtained through the Office of Human Resources or via the web:

- Visit the BCIU website at www.berksiu.org and select “Employment” on the Quick Links drop-down menu
- Click “Clearances” (on left side of page) and select “Request for Criminal Record Check”

Present your “Response for Criminal Record Check” to your current or prospective employer. BCIU employees should present their clearance certificate to the Office of Human Resources.

NOTES
My Control #: _____ My Date of Submission: _____ Full Name Submitted Under: _____

FBI FEDERAL CRIMINAL HISTORY RECORD

All applicants for employment with the BCIU are required to obtain a Federal Criminal History Record Information (CHRI) Background Check. Applicants must follow these procedures:

1. **Registration** - The applicant must register prior to going to the fingerprint site. Walk-in service is allowed but all applicants are required to complete pre-enrollment in the new Universal Enrollment system. Pre-enrollment can be completed online or over the phone. The registration website is available at <https://uenroll.identogo.com>. Phone registration is available at 1-844-321-2101 Monday through Friday, 8 a.m. to 6 p.m. EST. During the pre-enrollment process, demographic data for the applicant is collected (name, address, etc.) along with notices about identification requirements and other information.

When registering online, an applicant must use the appropriate agency-specific Service Code to ensure they are processed for the correct agency and/or applicant type. Using the correct service code ensures the background check is submitted for the correct purpose. Fingerprint requests processed through any other agency or purpose cannot be accepted and are not transferrable. If an applicant enters the wrong code by mistake, the incorrect applicant type will appear at the top of the screen. The applicant should select the “Back to Home” button and begin the process again by re-entering the correct Service Code. If the applicant proceeds with the process under the incorrect code, the pre-enrollment and/or results cannot be transferred to another state agency and the applicant will have to start the process over and pay for the background check again.

The Service Code for those employed by the Berks County Intermediate Unit is **1KG6S7**.

2. **Payment** - The applicant will pay a fee of \$23.85 for the fingerprint service to obtain an unofficial copy of the Federal Criminal History Record. Major credit cards, money orders, or cashiers’ checks payable to **MorphoTrust** will be accepted on-site for those applicants who are required to pay individually. *No cash transactions or personal checks are allowed.*

3. **Fingerprint Locations** - During the pre-enrollment process, an applicant must select a fingerprint site of their choice. The system will prompt the applicant to select a date/time to be fingerprinted, or they may select “walk-in”. (If choosing walk-in, note that scheduled appointments take priority.)

After registration is complete, the applicant proceeds to the fingerprint site for fingerprinting. The location and hours of operation for each site are posted on IDEMIA's website at <https://uenroll.identogo.com>.

Note: The BCIU main office in Muhlenberg Township is a fingerprint site. Hours of operation are subject to change based on holidays, emergency closings, weather-related delays, and summer hours.

Regular weekday hours of operation:

Monday:	8:00 a.m. – 4:00 p.m.
Tuesday - Friday:	11:30 a.m. – 4:00 p.m.

4. **Fingerprinting** - At the fingerprint site, the Enrollment Agent (EA) manages the fingerprint collection process. The transaction begins when the EA reviews the applicant's qualified state or federal photo ID before processing the transaction. A list of approved ID types may be found on the IDEMIA website at <https://uenroll.identogo.com>. **Applicants will not be processed if they cannot produce an acceptable photo ID.** After the identity of the applicant has been established, all ten fingers are scanned to complete the process.

5. **Report Access** - For a public/private school or higher education institution to access the official report via the electronic system, applicants must present their **UEID** to the hiring entity (as shown on the receipt provided after fingerprint capture). This process allows an applicant to provide multiple potential employers with their **UEID**, as the report is linked to the **UEID** number and not assigned to a specific school.

If an applicant has lost their receipt or needs to confirm the **UEID**, the applicant may visit the IDEMIA website at <https://uenroll.identogo.com/> and check their status by providing alternate personal information. Applicants will enter their information after clicking in the lower portion of that screen to obtain their receipt with the **UEID**.

Applicants will receive an unofficial copy of their report via email. However, the school is required to review the official CHRI online and print a copy of the CHRI if the applicant is hired by the school or their contractor, or if the applicant is approved for student teaching.

INQUIRIES

More information regarding fingerprinting locations and the process for obtaining an FBI fingerprint-based background check may be found at <https://uenroll.identogo.com>. Frequently Asked Questions may be found at <https://www.identogo.com/locations/pennsylvania>.

Applicants and schools with policy questions may contact PDE at 717-783-3750 or RA-PDE-SchoolService@pa.gov.

Fingerprint Services Customer Service Call Center may be reached at 1-844-321-2101.