

Clearance Information Sheet

When asked for a reason for applying for all 3 clearances below, choose: PDE Volunteer

ACT 114 – FBI Clearance - <http://www.education.pa.gov/Teachers - Administrators/Background checks/Pages/Federal-Criminal-History-Background-Checks.aspx>

On the PDE website go to the right-hand column and under service codes click the School District link. This will take you to the screen that will provide the service code. The Pennsylvania-PDE-School Districts service code is: **1KG6XN**. Either copy or write down the service code as specified (be aware the code is case sensitive). Click on the link on this page <https://uenroll.identogo.com> or copy the link into your browser. Upon opening the link, you will be asked to enter the service code. On the next screen click the link to register and **schedule** or manage an **appointment** at your chosen **IdentoGO** Fingerprinting Site. You will be asked several screens of required information in the registration process, and after completion, you will be provided a **receipt to print** and **take to the Identogo** Fingerprinting Site. You must bring the **approved form of identification chosen** during the pre-registration process when you arrive for fingerprinting. You will be asked to pay at the site via cash/ credit card/ money order or certified check. The cost for school district employees is \$22.60. Once you have been fingerprinted, the results will be available within 24-48 for District review, but you must provide the school district your 10-digit **UE ID**, which begins with the letters: **UZS** in order for the District to be able to retrieve your FBI clearance.

All Fingerprinting sites are available on the **IdentoGO** website. The closest sites to Shaler Area School District are:

IdentoGO	or	IdentoGO
984 Perry Hwy. (Rt. 19-inside Messinger Svcs.)		322 North Shore Drive (between PNC Park & Heinz Field)
(Across from Perrysville Vol. Fire Dept.)		Regus Bldg.-2 nd Floor –Bldg. 1B – Suite 200
Pittsburgh, PA 15237		Pittsburgh, PA 15212
Hrs: Mon-Fri: 12:00 Noon-4:00 PM		8:30 AM-12:00 Noon & 1:00 – 5:00 PM

ACT 34 – Pennsylvania Criminal History Check - <https://epatch.state.pa.us/Home.jsp>

Please use the website for this clearance, not the printed form.

Log onto the website above. Scroll down and click on, “Submit a New Record”, then complete the Personal Information Section and follow the instructions to the Certification Page, using a credit card for the **\$22.00 fee**. Once the Search Results Table appears, click on the Control Number and **write down the Control Number and your User Name & Password for future reference & use**. The Record Check Details page is opened and this Record Check Details page is only a receipt and **not acceptable as a “clearance”**. Click on the **Certification Page** to access your official Clearance. Please print 2 **Certification Pages**, 1 for you and one for your Personnel File (an oval PA State Police Seal will be water-marked in the background on the actual Certification Form that you submit).

ACT 151 – Pennsylvania Child Abuse Clearance - <https://www.compass.state.pa.us/CWIS>

Please use the website for this clearance, not the printed form.

A new online application process for obtaining your Child Abuse Clearance is now available, using the above website.

(Note: This website is compatible with Internet Explorer7 or higher, Mozilla Firefox v3.6 or higher and Windows 95 or higher). The phone number for questions is 1-877-371-5422 & phone hours are M-W-F – 8:30 a.m. to 11:00 a.m. & 1:00 – 4:00 p.m.; T-Th - 1:00 – 4:00 p.m.

Click the box, “Create a New Account” and create a new Keystone ID before you begin your application; after you finish this, you will get a temporary password emailed to the email account you provided. Then click on close window, & close out of the site and re-enter the website address; Login and enter the Keystone ID you created and the temporary password that was emailed to you; follow the directions to create a new password (this will be your **permanent password**); **write down your User Name (Keystone ID) & Password for future reference & use**.

Click on Close Window; log-on again using the Keystone ID you created and permanent password you just created; click on access my clearances; follow the instructions to complete the form, using a credit card for the \$10.00 fee. **You will also need to list every address you lived at since 1975, and the names and ages of all the people you have lived with since 1975 in order to complete this form.**

When you have submitted all the required information on the form, you will receive an email confirming receipt of your Child Abuse application. You will then receive a second email when your application is approved, and it will either be instantaneously, or may take up to two weeks. You will print this form, which is your actual Child Abuse Clearance Certificate that is to be submitted to the District.
