

How to Obtain Clearances – Online Requests

Clearances include Acts 34, 114, and 151

State Police Criminal History Record – Act 34

The Pennsylvania State Police has established a web-based computer application called “Pennsylvania Access To Criminal History” (PATCH.) Using this system, a requestor can apply for a PA criminal background check online. This response is based on a comparison of data provided by the requester in Part I of the form against the information contained in the files of the PA State Police Central Repository only, and does not preclude the existence of criminal records which might be contained in the repositories of other local, state, or federal criminal justice agencies. No Record certificates are returned immediately 85% of the time through the Internet to the requestor. *The cost is \$10.00 per request.*


Pennsylvania Access to Criminal History (PATCH) Website: <https://epatch.state.pa.us/Home.jsp>

- You will need your Social Security Number and a credit or debit card in order to submit this request online
- Log in to the website listed above, then select “Submit a New Record Check”
- Select “Accept” and then complete the required fields with your personal information
 - NOTE: Reason for Request = Education
- Select “Next” and select “Proceed”
- Complete the required fields with your personal information as requested
- Select “Enter This Request”
- Continue entering payment information and then print the final PA Criminal History Record (you will also have a copy e-mailed to your e-mail address if you completed that field within the requested information)
- **Upon completion, please provide a copy of your PA Criminal History Record to Human Resources to Mrs. Hill.**

Federal Criminal History Background Check – Act 114

This criminal history check is also known as your FBI Clearance or FBI Fingerprints Clearance. You must register online at www.pa.cogentid.com to receive your Cogent ID number prior to going to the fingerprint site. *The cost is \$28.75 per request.*

Pennsylvania Cogent ID Website: <https://www.pa.cogentid.com>

- You will need your Social Security Number and a credit or debit card in order to submit this request online
- Select the PA Department of Education logo:

- Under Registration, select “Register Online”
- Checkmark the box and then select “Continue”
- Complete the required fields with your personal information and payment as requested
- Select “Next” and you will be provided with a registration number
- You will then need to go to a Cogent ID location to have the fingerprints completed with your registration number. Here are the locations near Harrisburg:
 - Family Financial Centers – 2721 Agate Street, Harrisburg, PA 17110 – (717) 233-5000
 - UPS Store 0698 – 4900 Carlisle Pike, Mechanicsburg, PA 17050 (717) 731-0555
 - UPS Store 6300 – 1755 West Trindle Road, Carlisle, PA 17105 – (717) 245-0026
- **Upon completion, please include a copy of your Cogent ID number to Human Resources to Mrs. Hill.**

Pennsylvania Child Abuse History Clearance Instructions on Page 2.

Pennsylvania Child Abuse History Clearance – Act 151

As of January 5, 2015 you may now gain the PA Child Abuse History Clearance online. This form is distributed and processed by the PA Department of Human Services. *The cost is \$10.00 per request.*

Pennsylvania Child Welfare Portal: <https://www.compass.state.pa.us/CWIS>

- You will need your Social Security Number and a credit or debit card in order to submit this request online
- Select the “Create New Account” and then select “Next”
- Complete required information and then select “Finish”
 - NOTE: Your Keystone ID is a username that you create and must have 6 to 10 characters
- You will be e-mailed your temporary password to the e-mail account you provided in the required information
 - You will need to close the window that you created your Child Welfare Portal account, and reopen a new window to proceed with your Keystone ID (username) and your temporary password (sent to you via email)
- Log-on to the <https://www.compass.state.pa.us/CWIS> website, and select “Log In”
 - Select “Access My Clearances” and then select “Continue” at the bottom of the page
 - Enter your Keystone ID (username) and your temporary password (sent to you via e-mail)
 - You will then need to change your temporary password to a password you select, then select “Submit”
 - You will need to log out again, and then go back into the website with your Keystone ID (username) and the new password you just created
- Log-on to the <https://www.compass.state.pa.us/CWIS> website, and select “Log In”
 - Enter your Keystone ID (username) and your password you just created
 - Select “I have read...” and then select “Next”
 - Select “Continue” at the bottom of the page and then select “Create Clearance Application”
 - Select “Begin” and then select “School Employment”
 - Continue completing Part 1 and Part 2 of the Clearance Application, after payment you will be able to print your completed PA Child Abuse History Clearance
- **Upon completion, please include a copy of your PA Child Abuse History Clearance to Mrs. Hill.**

For additional information on Act 153, please visit:

<http://www.psea.org/backgroundchecks/>

<http://www.pasbo.org/childprotection>

Questions? Need Assistance?

Please contact Sue Hill at Capital Area School for the Arts Charter School:

(717) 732-8450 or shill@casa-arts.org for more information.