



Capital Area School for the Arts Charter School
150 Strawberry Square
Harrisburg, PA 17101
Phone: 717-732-8450 Fax: 717-732-8451
www.casa-arts.org

How to Obtain Clearances

Employees, volunteers and guest artists are required to obtain clearances before being allowed in the classroom.

1. Act 34 – PA Criminal History Record Check

Submit the request online at the [PA State Police PATCH website](#). The results should be printed and presented to the school district for review prior to employment or volunteering. The report presented for review shall be no more than 1 year old.

Fee: Free for Volunteers \$22 for Employment

2. Act 151 – PA Child Abuse History Clearance

Submit the request online at the [DHS website](#).

The original report must be presented to the school district for review prior to employment or volunteering. The report presented for review shall be no more than 1 year old.

Fee: Free for Volunteers \$13 for Employment

3. Act 114 – FBI Criminal History Report - Fee charged

Information and registration are available through [IdentoGo](#).

Employment Clearance - Enter Service Code: 1KG6Q9. The registration confirmation number (UEID) must be provided to the school prior to employment in order for the report to be reviewed. An FBI clearance obtained for employment can also be used as an FBI volunteer clearance.

Employment Request Fee is \$26.20

Volunteer and Guest Artist Clearance - Enter Service Code: 1KG6Q9. The registration confirmation number (UEID) must be provided to the school prior to volunteering for the report to be reviewed.

Volunteer fingerprint clearance cannot be used for employment purposes.

Volunteer Request Fee is \$24.20.

Note for Volunteers: Clearance only needed if not a PA resident for the past 10 years; if a PA resident for the entirety of the previous ten years, please complete the attached PA Resident Verification for Waiver of FBI Report Form.

4. Arrest/Conviction Report/Certification Form (Under Act 24 of 2011 and Act 82 of 2012)

There is no fee and the [form](#). It is required for employment, volunteers, guest artists, etc. Please fill out and return to:

Erica Leonard
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