Instructions for Background Clearances

NOTE: Volunteer Clearances are not valid for employment

PA Child Abuse History Clearance

Go to: https://www.compass.state.pa.us/cwis/public/home
A $13 application fee must be paid by credit card.

If You Already Have an Account:

- Click **Individual Account**
- Click **Access my Clearances**, then **Continue**
- Log in with your **Keystone ID** (username and password)
- Verify your identity using security questions or a code
- Click **Create Clearance Application**
- Read the overview page, then click **Begin** (bottom right)
- Under **Application Purpose**, select:
  "School Employee Governed by Public School Code: Applying as a school employee who is required to obtain background checks pursuant to Section 111 of the Public School Code."
  Click **Next**
- Complete all required fields and continue through each page
- Review and submit the application

If You Need to Create an Account:

- Click **Create Individual Account**
- Read the first page, then click **Next**
- Create a **Keystone ID** and complete all required fields, then click **Finish**
- Start your clearance application
- Under **Application Purpose**, select:
  "School Employee Governed by Public School Code: Applying as a school employee who is required to obtain background checks pursuant to Section 111 of the Public School Code."
  Click **Next**
- Complete all required fields and continue through each page
- Review and submit the application

Once processed (up to 14 days), your clearance certificate will be available in your Child Abuse History Clearance account. You may also choose to have a copy mailed to your home address.

PA Criminal Background Check (PATCH)

Go to: https://epatch.pa.gov
A $22 application fee must be paid by credit card.

Application Steps:

1. Click **Submit a New Record Check**.

2. Read the terms and conditions, then click **Accept** at the bottom of the page. 3.

On the **Requestor Details** page, select **Individual Request**, then click **Continue**. 4.

On the **Requestor Information** page:

- From the **Reason for Request** drop-down menu, select **Employment**.
- Fill in all other required information, then click **Next**.

5. Review your information carefully on the next page.

- Make sure the **Reason for Request** still says **Employment**.
- If everything is correct, click **Proceed**.

6. On the **Record Check Request Form** page, fill in all required fields, then click **Submit This Request**.

Accessing Your Results:

- **If the status shows *No Record*:**
  - Double-click the **Control Number**.
  - On the details page, click **Certification Form**.
  - Your clearance certificate will appear — print and save a copy.
- **If the status shows *Request Under Review*:**
  - Return to the PATCH website periodically to check for updates.
  - Once the status changes to **No Record** or **Record**, follow the appropriate next step:
    - If **No Record**, print the **Certification Form**.
    - If **Record**, a clearance response will be mailed to you.
- **If the status shows *Pending* for more than 24 hours:**
  - Continue to check the PATCH website.
  - If no update occurs, call the PATCH Help Line at **1-888-783-7972** for assistance.

FBI Fingerprints Clearance (Federal Criminal History Record Information Report)

Step 1: Register Online

Go to: https://uenroll.identogo.com

Registration is available **24/7** and must be completed **before** visiting a fingerprint center.

Note: A **$27.95** fee is required and must be paid by **credit card** at the time of

registration. 1. Enter the **service code**: 1KG6S7

2. Click **Schedule or Manage Appointment**
3. Complete all required fields and click **Next**
4. Continue through each page, entering the requested information, until your appointment is confirmed

Step 2: Visit a Fingerprint Center

- Bring the following with you:
    - Your **registration ID number**
    - A valid **photo ID**
- You will be fingerprinted at the center.
- You can request a **receipt** after being fingerprinted — this receipt will include your **UEID number**. •

Provide your **employer** with this receipt. The **UEID** allows them to access your clearance record online. **Note:**

A **$27.95** fee is required and must be paid by **credit card** at the time of registration.