

Background Check Instructions



All workers who have direct contact with minors are required to complete the following three clearances (valid for 60 months) for the State of Pennsylvania:



If you have already provided these to Csehy in the last 5 years then we should have them on file, and no further action is required at this time. If you have already obtained these clearances through other employment within the last 5 years, please [upload your files through the Portal](#). Otherwise, please see the instructions below to apply for each of these clearances.

1. Child Abuse History Clearance

You will be required to submit all previous addresses and household members since 1975 (to the best of your knowledge) as well as previous names by which you have been known.

Clearance Application

- Go to: compass.state.pta.us/CWIS
- Select: "Create Individual Account" and follow the instructions
- Verify your account through email, and then login to complete a clearance application.
- Purpose of Clearance - "Individual 14 years of age or older who is applying for or holding a paid position as an employee with a program..."
- Complete and pay for the clearance (\$13)

[Upload your files through the Portal](#)

- **Your \$13 receipt** for reimbursement.
- **Copy of email** confirming that the application was successfully received.
- **The clearance** (this will be mailed to you). *If you receive this before Csehy, you can just bring a copy to camp. If you receive this after Csehy, please send a copy within 90 days for our records of compliance.*

2. PA Criminal History Background Check

Clearance Application

- Go to: [Pennsylvania Access To Criminal History](#)
- Select: "Submit a New Record Check", Accept Terms & Conditions
- Select: "Individual Request" (not "Company Request")
- Reason for Request: "Employment"

- Complete and pay for the clearance (\$22)

[Upload your files through the Portal](#)

- **Print the "Record Check Details"** screen as your \$22 receipt for reimbursement.
- **Click on "Certification Form"** to print your certificate. This will be available immediately.

3. FBI Federal Criminal History

This clearance requires a fingerprinting appointment within the State of Pennsylvania.

- **If you are out of state**, this appointment should be scheduled as soon as you arrive at Csehy.
- **If you live in or near Pennsylvania** and do not already have this from other employment, please schedule an appointment as soon as possible after arriving.

Scheduling an Appointment

- Go to: uenroll.identogo.com
- Service code - enter "1KG756"
- Select: **"Schedule or Manage Appointment"**
Note - if you do not have a current US issued driver's license or US passport, instead click on "What do I need to bring to enrollment?"
- Schedule your appointment
 - **If you live in or near Pennsylvania**, enter your home zip code to schedule an appointment before camp.
 - **If you live out of state** - enter zip code "19047" to schedule an appointment for the Monday after you arrive at Cairn. Closest Identogo center is in Fairless Hills.

Appointment

- Arrive promptly for your appointment with identification and credit card for payment (\$25.25).
- **Bring the receipt to the Csehy office for reimbursement.** The receipt also allows Csehy to retrieve the clearance.
- When you receive your FBI Fingerprint Based Record Check in the mail please [upload a copy through the Portal](#)

Suggestions for finding old clearances:

If you think you have obtained these clearances within the last 5 years but cannot find the paperwork, try the following:

1. Child Abuse History Clearance: Search your email for the subject header "**Pennsylvania Child Abuse History Clearance**" - if you have completed this clearance, you should find an email confirmation. If your clearance was requested within the last 30 months, you should be able to access it and reprint it.
2. PA Criminal History Clearance: Search in your email for the text "**PATCH Request Completed.**" This would find an email from the Pennsylvania Criminal Check system and would verify that you have completed this check. This email would also have a control number which you can use to look up the certificate and reprint it.
3. FBI Fingerprinting: If you search emails for the text "**FBI Fingerprinting**", you may find notifications of a past appointment.