

INSTRUCTIONS FOR COMPLETING CLEARANCES

Updated for Fall 2023

NOTE: The Education Department does not archive student clearances. Once you have obtained them, please make sure to save your clearances in a place where you can find and use them again for future semesters.

DIRECTIONS FOR COMPLETING THE PENNSYLVANIA CRIMINAL BACKGROUND HISTORY CLEARANCE (online):

1. Go to <https://epatch.pa.gov>
2. Click on "New Record (Volunteer)"
3. Fill in the following:
 - a. Reason for Request: VolunteerFree
 - b. Volunteer Organization: Bryn Mawr College
 - c. First Name: Margo
 - d. Last Name: Schall
 - e. Address Line 1: 101 N. Merion Avenue
 - f. City: Bryn Mawr
 - g. State: PA
 - h. Zip: 19010
 - i. Country: United States
 - j. Phone: 616-526-7950
4. Click "Next"
5. On next page, review information. Click "Proceed"
6. On "Record Check Request Form, enter your first name, last name, social, and date of birth.
7. Click "Enter this Request"
8. Don't Be Alarmed. It will appear that it deleted your information, but if you look down you will see a blue link "View Queued Record Request (1)." Click on this link.
9. On next page, you should see your name under "Subject Name". Click "Submit" below.
10. It will run your record request. When finished. Click on blue link under "Control #"
11. On "Record Check Details" page, click "Certification Form" button.
12. Your certificate should appear. Please print and save for your records and send a PDF copy to the Education Program (mschall@brynmawr.edu).

DIRECTIONS FOR COMPLETING CHILD ABUSE CLEARANCE (online):

1. Go to the [Child Welfare Portal](#)
2. Create an individual account
3. Login using the username and password you set up (record these somewhere so that you can gain access to the results in the future)
4. Complete the application

5. When asked, state that you DO NOT have an authorization code. You should see a message pop up that says that your fee has been waived once you submit this part of the application.
6. For "agency name," put the name of your college (Haverford or Bryn Mawr).
7. If you're asked to provide a name and contact information of the agency point person, provide the name (Margo Schall) and phone (610-526-7950) or email (mschall@brynmawr.edu.)
8. In your email confirmation, there should be a child abuse authorization code sent to you. **Keep this code for your records!** You will need it to access the clearance.
9. The Child Abuse clearance takes 1-4 days to process. Please login, using the authorization code, to check that your clearance has been processed. When it has, download the clearance. Save a copy for your records and email the completed clearance to the Education Program (mschall@brynmawr.edu).

DIRECTIONS FOR COMPLETING FBI FINGERPRINTING CLEARANCE:

1. Visit <https://uenroll.identogo.com>
2. To schedule your ten-minute fingerprint appointment, enter the following Service Code: 1KG6RT
3. When asked to select a location, select the location below.

IdentoGO

30 Greenfield Ave

Ardmore, PA, 19003

(Located inside the AAA office)

4. It will ask you if you will be paying with an **authorization code**. The answer is yes. When asked for payment, enter the authorization code next to your name in the course placement chart here: [EDUC 200](#), or [EDUC 210](#) or [EDUC 275](#). You won't be charged. The Education Program will.
5. Select an appointment **between 9-12 or 12:30-4:30 Monday through Friday, or Saturday 10-2:30.**
6. During your appointment time, please bring one of the identification documents to AAA (the Identogo location listed above). Be sure to bring ID:
 - a. Driver's License issued by a State or outlying possession of the U.S. Driver's License
 - b. PERMIT issued by a State or outlying possession of the U.S.
 - c. ID card issued by a federal, state, or local government agency or by a Territory of the United States
 - d. State ID Card (or outlying possession of the U.S.) with a seal or logo from State or State Agency
 - e. Foreign Driver's License (Mexico and Canada only)
 - f. Foreign passport Military Dependent's Identification Card
 - g. U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States
 - h. U.S. Social Security Card or Birth Certificate
7. **Save** a copy for your records.

8. **Forward** the electronic copy of your receipt to Margo at mschall@brynmawr.edu.

DIRECTIONS FOR COMPLETING THE SEXUAL MISCONDUCT/ABUSE DISCLOSURE INFORMATION REQUEST:

1. Go to the form linked [here](#).
2. Complete the form download it.
3. **Save** a copy for your records.
4. **Forward** the copy of your receipt to Margo at mschall@brynmawr.edu.