

Contractor Clearances

District [Policy 818](#) requires background clearances for contractors and their employees who may have direct contact with children in the School District of Philadelphia. This applies to anyone providing services inside schools or on school grounds while students are present.

Direct contact is broadly defined as any possibility of care, supervision, or routine interaction with students under 22 Pa. Code § 8.1. The district will determine if a contractor's role qualifies, and clearances are mandatory in such cases.

Clearance Name	Where Can I Get This?	Cost	How old can this be when submitted?	How often does it need to be renewed?
Federal Criminal History Background Check	IdentoGO (**See detailed instructions below)	\$23.85 via business check, money order, credit card, or debit card.	No more than one (1) year old	Every five (5) years
Pennsylvania State Police Criminal History Record	PATCH	\$22.00 via credit or debit card only.	No more than one (1) year old	Every five (5) years
Pennsylvania Department of Public Welfare Child Abuse History Clearance	Child Welfare Portal	\$14.00 via credit or debit card only.	No more than one (1) year old	Every five (5) years
Sexual Misconduct/Abuse Disclosure Form	Sexual Misconduct/Abuse Disclosure Form	N/A	Should be completed at the time of contract start	N/A
Certificate of completion of a mandatory 3-hour training on child abuse recognition	TBD	N/A	Should be completed at the time of contract start	N/A
Arrest/Conviction Report and Certification Form	Arrest/Conviction Report and Certification Form	N/A	N/A	N/A


****Using IdentoGO for fingerprinting record**

This website allows you to enter your information, register for a fingerprinting appointment at a nearby location, and tells you the types of identification accepted when showing up for your appointment.

1. Enter the code 1KG6XN on the homepage.
2. Then click “Schedule or Manage an Appointment”

Note that if you are asked if you have an authorization code to pay for the fingerprint test, you should say “no”. Payment can be made business check, money order, credit card via when you visit the fingerprinting site. The total cost of the clearance is \$23.85.

After you enter your information and schedule your appointment, you will see a screen like this:



English

Service Summary

Pennsylvania

1KG6XN - Pennsylvania PDE-School Districts

Print Status

Status as of 07/15/2019

Pre-Enrolled

You have successfully pre-enrolled.

Service Details:

Date: 07/15/2019

UE ID: UZSV-2TNRHG





Applicant: Kyla Jones

Service: 1KG6XN - PDE-School Districts

Estimated Amount Due: \$23.85

We accept the following methods of payment:

Authorization Code, Business Check, Money Order, Credit Card



Take note of your UE ID number and bring it with you, along with your identification and method of payment.