

**Penn State Information for Completing Publicly-Available Background Checks:
Pennsylvania State Police Criminal Background Check (SP4-164),
Pennsylvania Child Abuse History Clearance Form (CY-113), and
IdentoGO Federal (FBI) Fingerprint Background Check (Criminal History Report)**

Obtaining publicly available clearances can take several weeks for processing. You will be required to show proof of clearances prior to beginning work or volunteering. Please plan accordingly.

Pennsylvania State Police Criminal Background Check (SP4-164)

The Pennsylvania State Police Criminal Background Check can be completed through online submission OR by mailing in a paper copy. Online submission is a much quicker process and is highly recommended, when possible.

NOTE: Paper submission is the only option for international applicants who are not residing in the US at the time of application (see directions for paper submission below).

Directions for on-line submission (you will be required to pay the \$22 fee by credit card):

Go to <https://epatch.state.pa.us>

Under "Credit Card Users" select "Submit a New Record Check"

Review and Accept "Terms and Conditions"

Enter your personal information and the address to which you would like any records sent.

Under "Reason for Request" select either "Employment/Screening" or "Volunteer," whichever is applicable.

On the next screen, enter all personal information.

Select "Enter This Request" and your request will be sent to a queue.

Select "View Queued Record Requests" and then "Submit" to pay the \$22.00 fee.

Print the "No Record" certificate. **NOTE: You must print or save the certificate.** Once viewed, you will have no further access to the certificate.

If you receive a "Request under Review" response, check the PATCH website periodically for updates to the request. It can take anywhere from a few days to a few weeks for the "Request under Review" status to be updated. If a record is found, it will be mailed to the address provided.

Directions for paper submission (you will be required to pay the \$22 fee by money order):

Go to <http://www.dhs.pa.gov>

Go to top right side search bar and enter "SP 4-164"

Select the link that appears:

Pennsylvania State Police Request for Criminal Record Check Form SP 4-164

Or

Go to top menu "Publications" click on the dropdown arrow and select "Clearances"

Select the link that appears: Pennsylvania State Police Request for Criminal Record Check Form SP 4-164

Print the form and complete required information.

Note: Check the block for "INDIVIDUAL/NONCRIMINAL JUSTICE AGENCY"

Note: Under Reason for Request select "Employment/Screening" or "Volunteer", whichever is applicable.

Enclose a \$10.00 certified check or money order payable to "Commonwealth of Pennsylvania"

Mail form and payment to address on form.

Note: It can take up to 4 weeks to receive results.

Pennsylvania Child Abuse History Clearance Form (CY-113)

The Pennsylvania Child Abuse History Clearance can be completed through online submission OR by mailing in a paper application. *Online submission is a much quicker process and is highly recommended, when possible.*

Directions for on-line submission (you will be required to pay the \$8 fee by credit card. *NOTE: the fee will increase to \$13.00 on July 1, 2018*)

Go to: <https://www.compass.state.pa.us/cwis/public/home>

Select "Create Individual Account"

Select "Next" at the bottom right of the page

Complete the Keystone ID Registration

Check your e-mail for Keystone ID and password confirmation (2 separate e-mails)

Return to: <https://www.compass.state.pa.us/cwis/public/home>

Select "LOGIN"

Select "Access My Clearances"

Scroll to the bottom and select "Continue"

Use your Keystone ID and temporary password to login.

Upon initial login, you will be required to change your password.

Return to: <https://www.compass.state.pa.us/cwis/public/home>

Login using Keystone ID and new password.

Review and Accept "Terms and Conditions" and select "Next"

Select "Continue" at the bottom right of the page.

Select "Create Clearance Application"

Select "Begin" at the bottom right of the page.

Application Purpose: Select "Individual 14 years of age or older who is applying for or holding a paid position as an employee with a program, activity or service, as a person responsible for the child's welfare or having direct contact with children: Applying as an employee who is responsible for the child's welfare or having direct contact (providing care, supervision, guidance or control to children or having routine interaction with children) in any of the following in which children participate and which is sponsored by a school or a public or private organization:

- A youth camp or program;
- A recreational camp or program;
- A sports or athletic program;
- A community or social outreach program;
- An enrichment or educational program; and
- A troop, club or similar organization"

Only Select "Volunteer" if you are a "Volunteer". Volunteer clearance cannot be used for employment purposes.

Complete application information screens and select "Next" at bottom right of each page.

Review Application Summary and select "Next"

Certify application and provide e-signature (first and last name only, no middle names or suffixes).

Enter credit card payment information for \$8.00 and select "Pay Now"

Select "Finalize and Submit Application"

You will see an "Application Confirmation" screen

You will receive an e-mail confirming successful submission of your application.

Notification of clearance results will be e-mailed to you within 14 days, or you may log in at any time to check the status of your application: <https://www.compass.state.pa.us/cwis/public/home>

Directions for paper submission (you will be required to pay the \$8 fee by money order):

Go to: <http://www.dhs.pa.gov>

Go to the top right hand top search bar and enter "Pennsylvania Child Abuse History Clearance Form CY-113".

Select the link that appears:

Pennsylvania Child Abuse History Clearance Form CY-113

Or

Go to top menu "Publications" click on the dropdown arrow and select "Clearances"

Select the link that appears: Pennsylvania Child Abuse History Clearance Form CY-113

Print the form and complete Section I only. All information must be completed in full and form must be signed. (Note: For Purpose of Clearance select either "Volunteer" or "Employment with a significant likelihood of regular contact with children", whichever is applicable.)

Enclose a \$8.00 money order (only) payable to "Department of Human Services" and mail to the address on form.

Detailed instructions on how to complete the form are also included at the bottom of the CY-113 form.

Note: Notification of clearance results can take up to 14 days after application is received by the Department of Human Services.

FEDERAL BUREAU OF INVESTIGATION (FBI) CRIMINAL BACKGROUND CHECK INSTRUCTIONS

The Pennsylvania Department of Human Services utilizes IDEMIA to process fingerprint-based FBI criminal background checks. The fingerprint based background check is a multiple step process. For questions about your FBI clearance, please contact the FBI Background Check Unit at 717-783-6211 or 1-877-371-5422.

Appointments to be fingerprinted are not required, but pre-registration is required. Once registered, you may walk-in during a location's posted hours of operation, but scheduling an appointment may lead to lesser/no wait times. Please see the instructions below to pre-register for a FBI background check and/or find a fingerprinting location.

PLEASE NOTE: Payment is required at the appointment. There is no option to pay ahead of time. The options include Business Check, Money Order, or Credit Card. This means that most individuals will need to pay out-of-pocket for their FBI

clearance and will need to submit the required paperwork, (including the receipt provided at the time of fingerprinting service) for reimbursement. The Registration confirmation letter will not be permitted to use as evidence of payment.

Directions for on-line submission

Step 1

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

Step 2

Employees: Enter Code 1KG756 (this will take you to the form for DHS – Employee > = 14 years contact with children)

Volunteers: Enter Code 1KG6ZJ (this will take you to the form for Pennsylvania DHS - Volunteer)

Step 3

Select “Schedule or Manage Appointment”

Step 4

Complete all Sections of the Form

Step 5

Submit

Step 6

You will receive an email confirming your registration and confirmation of appointment time and location.

Step 7

Report to the IdentoGO location identified in the confirmation letter. **IMPORTANT!** Do not forget to bring the required documents (as outlined in the confirmation letter) to confirm your identity.

Step 8

Payment is required at the appointment. There is no option to pay ahead of time. The options include Business Check, Money Order, and Credit Card. The cost of the **Employee** FBI Clearance obtained through the Department of Human Services is **\$23.85** (**Volunteer** Clearances are **\$22.60**).

To find an updated list of IdentoGO Locations: <https://www.identogo.com/locations>

UNIVERSITY PARK

Advantage Resource Group
426 South Allen Street
State College, PA 16801-5681

Behrend

2323 W 38th St
Erie, PA 16506-4503

Shenango

222 Chestnut St
Meadville, PA 16335-3407

Beaver

147 Poplar Ave, Beaver Valley
Intermediate Unit 27
Monaca, PA 15061-2585

New Kensington

801 Freeport Rd
Cheswick, PA 15024-1209

Greater Allegheny

2500 Baldwick Rd, Ste 260
Noble Office Building
Pittsburgh, PA 15205-4157

2700 Monroeville Blvd Turtle
Creek Valley Council of
Governments
Monroeville, PA 15146-2359

Fayette

2500 Baldwick Rd, Ste 260
Noble Office Building
Pittsburgh, PA 15205-4157

102 E George St
Carmichaels, PA 15320-1202

Dubois

2910 Oklahoma Salem Rd Cen-
Clear Child Services DuBois, PA
15801-5832

Altoona

1600 Valley View Blvd Altoona,
PA 16602-6041

Mont Alto

2397 Loop Rd Chambersburg,
PA 17202-8847

Dickinson Law

158 W High St
Carlisle, PA 17013-2924

Harrisburg

10 S. Market Street
Elizabethtown Public Library
Elizabethtown, PA 17022

York

300 E 7th Ave
York, PA 17404-2105

Berks

96 Commerce Drive
Mail-N-Ship 4U
Wyomissing, PA 19610

COMING SOON

Reading, PA 19612

Hazleton

368 Tioga Ave.
Kingston, PA 18704

COMING SOON

Hazleton, PA 18201

Wilkes-Barre

368 Tioga Ave.
Kingston, PA 18704
COMING SOON
Wilkes-Barre, PA 18702

Worthington-Scranton

718 S State St
CareGivers America
Clarks Summit, PA 18411-1749

COMING SOON

Scranton, PA 18503

Schuylkill

96 Commerce Drive
Mail-N-Ship 4U
Wyomissing, PA 19610
COMING SOON
Pottsville, PA 17901

Lehigh Valley

1866 Leithsville Rd
Hellertown, PA 18055-2505

Abington

535 Pennsylvania Ave. Ste 101
Fort Washington, PA 19034-3305

COMING SOON

Glenside, PA 19038

Great Valley

814 Paoli Pike
West Chester, PA 19380-4526

Brandywine

8500 Essington Ave
Philadelphia Int'l Airport-
American Airlines, Terminal B
Baggage Claim
Philadelphia, PA 19153-3755

COMING SOON

Haverford, PA 19041