

Directions on how to obtain your clearances

1. To obtain your Child Abuse History Clearance:

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

- Create a New Account (create a Keystone ID and a password)
- When you get your Keystone ID and password, enter the site again and “create a clearance application.”
- You will need to have all addresses where you have previously lived (since 1975) and the people (including deceased members) who lived with you.
- Make sure you check “volunteer,” to ensure your background check is free.
- After you enter your information and send it, you will be able to check your results. Please print out the certificate and bring it to school so we can keep a copy on file.

2. To obtain your PA State Police Criminal Record Check:

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

- Click on “Submit a New Record Check”
- Click “Accept”
- Fill in your information on the first screen, be sure to click on “Volunteer” for your reason for request. (This will ensure your background check is free.)
- Click proceed and fill in the other requested information.
- You will get your results instantly. Make sure you print the certificate and bring it to the school so we can keep a copy on file.

3. If you have not lived in Pennsylvania for over 10 years, you will also need to be fingerprinted. There is a \$25.50 charge for this service.

Register for fingerprinting through www.cogentid.com

- Click on “Department of Human Services”
- Go under the “Registration Banner” and click “Register Online”
- Enter your information, including your credit card/debit card information.
- You will need to print out a receipt of payment to take with you to the Fingerprinting locations. There are several locations in the Harrisburg area:
You will be able to find further information online about the hours.
- When you are fingerprinted, your results will be sent to you. Please bring them into the school so we can keep a copy on file.