

Clearance Registration Links

Fingerprint Registration

Please register with Cogent before you are fingerprinted. You can register online @ www.pa.cogentid.com OR call 1-888-439-2486. You must register under the PA Department of Education. Once your registration is complete, you will receive a Registration ID number. Please have the registration number with you at the time of fingerprinting.

Payment Information

The fee for your fingerprint clearance is **\$27.00.** You must keep your Registration ID Number. This number will be needed by your employer or hiring entity to check your clearance on-line.

You can make arrangements for payment online @ www.cogentid.com or call 1-888-439-2486 using a debit or credit card. Once your payment information is complete, you will receive a confirmation number for your payment. Please bring this number with you to the fingerprint site.

OR

You can bring with you to the fingerprint site a money order or cashier's check in the amount of \$27.00 made payable to 3M Cogent Systems. You should keep your Registration ID Number.

No cash transactions or checks are accepted.

You must bring with you one form of current photo ID. Most people use their current driver's license.

Your clearance should be processed electronically within 24-48 hours.

Child Abuse Clearance

You may apply for this either online or via mail.

The online link is: <http://www.compass.state.pa.us/CWIS>

You will need to create a Keystone ID first (including all the required steps), and pay the \$10.00 fee via credit or debit card. You will be required to provide an electronic signature (e-Signature) in order for your Pennsylvania Child Abuse History Clearance application (CY113) to be accepted. Be sure to select the "Application Purpose" be sure to select *School Employee Governed by Public School Code: Applying as a school employee who is required to obtain background checks pursuant to Section 111 of the Public School Code.*

If you do not wish to provide an e-Signature then you must download, complete, sign and mail in a paper copy of the CY113. You can download the CY113 via the following link:

http://www.witf.org/support/Child_Abuse_History_Clearance.pdf

Criminal Record Check

You can apply directly on-line for the Act 34 Criminal Record Check and receive a prompt response. You will be required to use a credit card to pay the \$8.00 processing fee when you access this site:

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

The information provided by the requestor will be checked against the criminal history database maintained by the Pennsylvania State Police Central Repository. If the subject's information does not hit on any information in the database, the requestor will receive the results instantly over the Internet and the requestor can print out the "No Record" certificate. Eighty percent of the time, "No Record" certificates are returned immediately through the Internet to the requestor. If the subject's information hits on something in the database, the requestor receives an immediate "Request Under Review" response.

A "Request Under Review" response does not necessarily mean that the individual has a record; it does indicate the information is being manually reviewed. After review, the status will be updated to "No Record" or "Record". The requestor should check the PATCH website periodically for an updated status of their request. ***For all "No Record" responses, the certificate must be printed out at the requestor's computer.*** All "Record" responses will be mailed to the requestor at the address provided by the requestor. It may take up to two weeks for the status to be updated from a "Request Under Review" to a "No Record" or "Record".

Because there may be some delay in the processing of some of the clearances, (depending on the method of application) please apply for them no later than the week of December 6th to ensure you have the documentation necessary by the end of the year. Your 60-month window for the next set of clearances will begin with the date on your earliest clearance.

All updated clearances should be submitted to Cindy Pearce by December 31st or the first day back from Christmas break, January 4th. Please contact Cindy if you have any questions.