

**Head and Assistant Coaches must have current Act 34, 114, and 151 clearances.**

**Volunteers must have current Act 34 and 151 clearances.**

**Procedures for obtaining the Act 34 Pennsylvania Criminal History Background Check:**

This clearance may be obtained online by going to the website

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

A fee of \$10 is required and may be paid by credit card online.

**Procedures for obtaining the Act 114 Federal Criminal History Background Check**

A fee of \$28.75 is required and may be paid online by credit card, money order, or cashier's check at the fingerprinting site.

This is a multiple step process.

1. The applicant must register prior to going to the fingerprint site. Registration may be completed online at [www.pa.cogentid.com](http://www.pa.cogentid.com) or by telephone at 1-888-439-2486.
2. Fingerprints are taken at the sites as noted on the website listed above. A phone ID is required. A list of acceptable phone ID forms is found on the website.
3. Fingerprints are electronically submitted to the Pennsylvania State Police who will submit these to the FBI for processing.
4. A Federal Criminal History Record is sent from the FBI to PDE. PDE will send a record of this to the applicant.
5. It is the responsibility of the applicant to submit this record to potential employers.

**Procedures for obtaining the Act 151 Pennsylvania Child Abuse History Clearance Check**

This clearance must be obtained by mail at this time. The form is available online at

<http://www.dpw.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm>

A fee of \$10 is required and must be submitted by mail with the completed request form.