PA Child Abuse History Clearance Forms

Per the LU 354 CBA, the member is now responsible for the background checks needed on schoolhouse work and various projects. It is stated in the CBA that upon hiring in the contractor shall reimburse 100% of the clearance application fee. Here is an outline of what background checks are needed and how to get the checks done.

* Act-151: PA Child Abuse History Clearance. ( Form CY 113 8/15) You can print this out online, or complete the form online at http//www.compass.state.pa.us/CWIS. You will need to create an account and have an email address. The cost is $ 8.00 has to be paid by money order, or personal check. NO CASH This one takes around three weeks to process.
* Act- 34: PA State Police Criminal Record Check. ( Form SP 4-164 (7-2009) ) You can do this one online and pay with a credit card, or print the form and mail. The cost is $ 10.00 and if completed by mail, has to be paid by certified check/ money order, no cash or personal checks. If you do the clearance online you can get it immediately.
* Act-114: FBI Criminal Background Check.

 Money orders are made payable to 3M Cogent.

 No cash, personal or business checks are accepted at print locations

 Payment may be made online at www.pa.cogentid.com

 The fingerprint-based background check is a multiple-step process:

 1. The applicant must register prior to going to the fingerprint site.  Walk in service without prior registration will not be provided at any fingerprinting location.

Registration is available online 24 hours/day, seven days per week at www.pa.cogentid.com.

Telephonic registration is available at 1-888-439-2486 Monday through Friday, 8am to 6pm EST.   During the registration process, all demographic data for the applicant is collected (name, address, SSN, etc.) there is no data entry required at the fingerprint collection site.

This registration will remain open for 90 days. If the registration is not used within 90 days, it will be automatically cancelled and the fee refunded as needed.

   2. The applicant will pay a fee of $25.75 for the fingerprint service and to secure the Criminal History Record.  Applicants may make their payment online at www.pa.cogentid.com using a credit card or debit card.  Money orders or cashiers checks payable to 3M Cogent will be accepted on site for those applicants who do not have the means to pay electronically.  **No cash transactions or personal checks are allowed**.

  3. The applicant proceeds to the fingerprint site of their choice for fingerprinting.  The location of the fingerprint sites and days and hours of operation for each site will be posted on 3M Cogent’s website at www.pa.cogentid.com.  The location of fingerprint sites may change over time so applicants are encouraged to confirm the site location nearest to their location.

**Here is a website with links and information for all three of the forms:** [**www.dhs.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm**](http://www.dhs.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm)

**FEDERAL (FBI) CRIMINAL HISTORY REPORT**

Fee: $25.75

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            a. 3M Cogent will also establish a billing procedure for these services from an appropriate requesting agency that is willing to pay the applicant’s fee.  Billing may only occur after the requesting agency has completed the 3M Cogent’s Agency Enrollment.  To establish a billing account visit the website www.pa.cogentid.com and download an application.  The billing account must be established prior to sending applicants to the fingerprint site.

  3. The applicant proceeds to the fingerprint site of their choice for fingerprinting.  The location of the fingerprint sites and days and hours of operation for each site will be posted on 3M Cogent’s website atwww.pa.cogentid.com.  The location of fingerprint sites may change over time so applicants are encouraged to confirm the site location nearest to their location.

  4. At the fingerprint site the Applicant Live scan Operators (ALO) manage the fingerprint collection process.

  5. The fingerprint transaction begins when the ALO reviews the applicant’s qualified State or Federal photo ID before processing the applicant’s transaction.  A list of approved ID types may be found on the 3M Cogent’s website at www.pa.cogentid.com.  Applicants will not be processed if they cannot produce an acceptable photo ID.

  6.  After the identity of the applicant has been established, all ten fingers are scanned to complete the process.  The entire fingerprint capture process should take no more than three to five minutes.

  7. The applicant’s scanned fingerprints will be electronically transmitted to the FBI as required by federal statute.

  8. DPW will receive the Federal Criminal History Record from the FBI.  DPW’s Background Check Unit through ChildLine and Abuse Registry will return the Federal Criminal History Record to the applicant.  The Record will be printed on standard 8.5” X 11” paper that when copied will reveal “Void if Copied.”.  This does not prohibit an employer from copying the applicant’s results letter, it is solely a means to verify that it is an official record.

**Do not contact 3M Cogent or the fingerprint site after your fingerprints have been submitted.  3M Cogent does not have the means to give the applicant the status of their background check. Complete processing of their results should take no longer than 4 – 6 weeks.  If the applicant does not receive their results from DPW in this time frame, they should call (877) 371-5422.**

  9. The applicant will then provide the Federal Criminal History Record to their prospective employer.

**Fingerprint Corrections and Resubmissions**

In circumstances where a classifiable fingerprint record was not or cannot be obtained and immediately upon indication, 3M Cogent will take corrective action to re-submit, or re-print the applicant at no cost to the applicant.  This corrective action will be completed at the earliest possible time, and when applicable, that is convenient for the applicant.  3M Cogent will contact the applicant directly should this occur.   NOTE: Reprinting can be applied to each applicant one time only.  If fingerprinting must take place a third time the applicant must pay the full fee.