

# PA Child Abuse History Clearance Forms

Per the LU 354 CBA, the member is 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 <https://www.compass.state.pa.us/cwis/public/home>. You will need to create an account and have an email address. The cost is \$ 8.00 (and will go up to \$13.00 as of July 1, 2018) and has to be paid by money order, or personal check. NO CASH, this one takes around three weeks to process if mailed.
- Act- 34: PA State Police Criminal Record Check. ( Form SP 4-164 (7-2009) ) You can do this one online at <https://epatch.state.pa.us> and pay with a credit card, or print the form and mail. The cost is \$ 22.00 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.

There has been a change in the FBI Fingerprinting process. You will need to pre-enroll and schedule an appointment to get fingerprinted. You will be required to pay at the time you get fingerprinted. The cost is \$22.60. Methods of payments are: Credit Card, Money Order, and Business Check. **No Personal Checks are accepted.**

The new process is:

1. Everyone will need an e-mail address and be able to print from your computer.
2. Log onto [www.identogo.com](http://www.identogo.com)
3. Go to Pennsylvania
4. Go to Digital Fingerprinting
5. Use code: 1KG6XN (for school districts)
6. Pick a location and schedule an appointment
7. Fill out personal information
8. After your photo and fingerprinting is complete, you will receive an email when your background check is done. Make sure you are at a computer that can print.

For any questions call 1-855-845-7434.