

Required Clearances – Effective January 1, 2009

The Pennsylvania State Criminal History Record (Act 34)

1. Log on to <https://epatch.state.pa.us> and select “Submit a New Record Check” under credit card users. The charge to the credit card will be \$10.00. Please record the control number verifying your request.
2. Results are available immediately after the registration is completed. A “No Record” certificate form can be accessed through the PATCH Record Check Status screen at <https://epatch.state.pa.us/RCStatusSearch.jsp> and submitting a search request

Or

1. Applicants may also use Form SP-164 available at the school, Pennsylvania State Police Barracks or from the Pennsylvania State Police web site: www.psp.state.pa.us
2. The completed application and payment should be mailed to: Pennsylvania State Police Central Repository 164, 1800 Elmerton Avenue, Harrisburg, PA 17110-9758

The Child Abuse History Clearance (Act 151)

Applications (Form CY113) may be obtained from the school or the Department of Public Welfare at: <http://www.dpw.state.pa.us/general/formspub/003671038.htm> Applicants must include a \$10.00 money order payable to Department of Public Welfare. No cash or personal checks will be accepted. If you do not receive the Child Abuse History Clearance within eight weeks, you should call 717-783-6211.

The Federal Criminal History Record (Act 114)

Applicants MUST register prior to going to a fingerprinting site. Registration can be completed either online or by telephone.

1. The website to register is <http://www.pa.cogentid.com> and is available 24 hours a day, seven days per week.
2. Telephone registration is available at 1-888-439-2486, Monday through Friday, 8am to 6pm EST.
3. Applicants may receive a confirmation number.
4. The fee for the FBI clearance is \$36.00 and can be made online with a credit card or by bringing cashier's check payable to Cogent System to the fingerprinting site. No cash or personal checks will be accepted.

Fingerprinting Process:

- In order to be fingerprinted, all applicants must have a valid photo ID, and if applicable a money order or cashier check payable to Cogent System.
- Fingerprints will be scanned electronically, sent to the PA State Police, and submitted by the State Police to the FBI.
- Results will be verified by the school district.

Fingerprinting sites:

The UPS Store 3000 Village Run Rd, Bldg #103 Wexford, PA 15090 724-934-1088/1034	Monday -Friday 8:30am – 4:00pm Sat 9:30am – 1:30pm; Sun Closed Please register at www.pa.cogentid.com BEFORE you arrive for fingerprinting and bring valid identification.
Beaver Valley Intermediate Unit 27 147 Poplar Drive Monaca, PA 15061 724-774-7800	Monday – Friday 8:00 am – 4:00 pm Please register at www.pa.cogentid.com BEFORE you arrive for fingerprinting and bring valid identification. For directions visit www.bviu.org
The UPS Store #5392 1525 Park Manor Blvd Pittsburgh, PA 15205	Money Orders are available for sales at this location Mon – Thurs 10:00A to 6:00, Fri 10:00A to 4:00P Walk In with Applicant Registration’s completed before arrival