

# Employee Clearance Instructions

**PA Child Abuse History Certification** – Apply online through the PA Department of Human Services, Child Welfare Portal at <https://www.compass.state.pa.us/cwis/public/home> You will be required to use a major credit card to pay the fee. The current fee is \$13.00.

- Choose to Create an Individual Account, which will require you to create a Keystone ID (this is what most sites call your user ID). Use this login and password to start the application. (Make sure to write these down in a safe place as you will need them to access your results at a later date)
- When you get to application purpose choose: Employment
- After the application is successfully submitted, you will be directed to wait for an approving email. This email shares the status of your application and will ask you to log back into your account to view and print your clearance.
- Forward a copy of your clearance to Human Resources.

**PA State Police Criminal Record Check** – Apply online through PATCH at <https://epatch.pa.gov/home> You will be required to use a major credit card to pay the fee of \$22.00

- Click on the Grey Box labeled submit a new record check. and follow the steps.
- If the status is **No Record**, double click on the control number. This will take you to the details screen where you then click on the words **Certification Form**. Your clearance will be displayed and should be printed.

**\*Please remember to print the actual Criminal Record Check and not the Status or Invoice page.\***

- If the status is **Request Under Review**, you should periodically check the PATCH website to determine the final status. The result will eventually show up as **No Record** or **Record**. If it shows the later, a clearance record response will be mailed to you. Otherwise, please navigate to the **Certification Form** and print your clearance.
- If the status is **Pending**, you should periodically check the PATCH website to determine the final status. If it remains **Pending** for more than 24 hours, call the Help Line at 1-888-783-7972.
- Forward a copy of your clearance to Human Resources.

**PA Safe Check Report** – This requires fingerprinting. Identogo/Morpho Trust manages the fingerprinting process for the PA Department of Education. All applicants must register at <https://www.identogo.com/> (24 hours/day, 7 days/week) or call 1-844-321-2124 (Monday-Friday, 8 am – 4:30p CST) before going to the fingerprint center.

Follow the steps below to register online. The current fee is \$25.25.

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- Enter your Service Code. **The PA Department of Education code is 1KG6XN.**
- Select Schedule or Manage an Appointment.
- Complete all Essential/Additional/Citizenship/Personal Information and answer all Questions.
- Select one of the Required Documents to bring when getting fingerprinted.
- Select Location, Date, and Time.
- Submit. (Walk-ins will be accepted, but only if they apply online first, and then on a first-come, first-serve basis) Print out registration confirmation to take along to the fingerprinting site.

Payment will be collected at the fingerprinting site for the service and to secure an unofficial copy of the record by mail. This can be either in the form of a major credit card or certified check or money order made out to MorphoTrust. No cash, personal checks, or electronic payments for the fingerprinting will be accepted. Once your fingerprints are taken at the fingerprint location, you will be issued a receipt that will have your **UEID (Universal Enrollment ID)**. This is the number you must provide to Human Resources, who will then be able to view your record online.