Clearances – How to Apply

**Act 34 – PA Criminal Background**

* Please select “employment” for the Purpose of Request entry
* Apply online via the “epatch” system at <https://epatch.state.pa.us/Home.jsp>
* Pay with credit/debit card ($8.00) – Note that fee is waived for volunteers beginning July 25, 2015.
* Results should be instantaneous unless they are “under review” in which  case, note your reference number and date of application and use that  information to check back on the “epatch” website periodically until   your results are available.
* Print clearance (be sure you click all the way through to the “certification form” button – the document you print must show your social security number, DOB, etc.) and submit to HR with other clearances.
* **IMPORTANT – PLEASE NOTE: When you go into the PA Criminal Background clearance to view and print it, if you don’t either SAVE or PRINT out the clearance by clicking on the “CERTIFICATION” button, you or Human Resources will NOT BE ABLE to view or print out the actual clearance if you go back into the site. The CERTIFICATION button is just above the “BACK” button.  Please be certain to PRINT your certification/clearance form before closing the page.**

**Act 151 – PA Child Abuse**

* Apply online at <https://www.compass.state.pa.us/CWIS>
* You will need to create an account with a valid email address in order  to apply (please follow directions carefully)
* Pay with credit/debit card ($8.00) – Note that fee is waived for volunteers beginning July 25, 2015.
* This is a new online procedure; response time is anywhere between immediate and 2 weeks.
* Print clearance and submit to HR with other clearances

**Act 114 – FBI Cogent Fingerprinting**

* Apply online at <https://www.pa.cogentid.com/index_pdeNew.htm>
* Register and pay with credit/debit card ($27.00)
* Print receipt and take it to a fingerprint location with a form of ID and get fingerprinted.  There are a limited number of fingerprint locations listed on the website.  The most convenient location to Parkland is the [UPS Store  on Lehigh Street, Allentown](https://www.pa.cogentid.com/ohio/PA_Sites/UPS_2756_21_Allentown.htm).
* Submit a copy of your receipt to HR with your other clearances.
* The Reg. ID number is on the receipt and is used by school personnel to view your results online and then the results are printed for your file.