

## INSTRUCTIONS FOR OBTAINING CLEARANCES

1. *PA State Criminal History Record* →

Can be processed online at <https://epatch.pa.gov/home>. Click on “Submit a New Record Check.”  
**Reason for request = Employment.** Payable by credit or debit card.

2. *FBI Federal Criminal History Record Information* →

Register with IdentoGO (<https://uenroll.identogo.com>), enter service code **1KG6NX** click go; schedule or manage appointment if you see an option to choose employment, select that option; enter your personal information and submit. Once you register, you may select any location near you where you can have this done. You will need to take identification such as your driver’s license, passport, Social Security card or birth certificate. After being fingerprinted you will receive a receipt that contains your **UEID** number which you will need to provide to us. The cost of the clearance will be paid at the fingerprint site by debit or credit. No cash or checks will be accepted as payment.

3. *Child Abuse History Clearance* →

Can be processed online at <https://www.compass.state.pa.us/CWIS>. The cost of the clearance will be payable by credit or debit card. **Must select “Employment governed by public school code”** as reason for request.