



## **1. CHILD ABUSE CLEARANCE**

Click on this link: <https://www.compass.state.pa.us/CWIS>

- Click on: Create Individual Account
  - Click on "Access My Clearances"
- Create a Keystone ID and Password (this is the same thing as a Username)
- An email will be sent to the email address you provide; in that email, there will be a code along with a link. Click on that link and enter the code.
- Then create a password and security questions.
- **SAVE YOUR KEYSTONE ID, PASSWORD AND THE ANSWERS TO YOUR QUESTIONS IN A SAFE PLACE!** (This will save you a lot of hassle when you go to renew your clearances in 5 years.)
- From there, create your application

Creating an account and submitting your clearance application online will give you access to your results or the status of your results almost immediately.

Once you completed the application, you will receive an email that has a link in it. Following that link will take you to your results; you can print that form and turn it in to Human Resources.

An additional copy will be mailed to the address you provided in the application (typically a 2 week turn around).

**Cost: \$13.00**

## **2. PENNSYLVANIA STATE POLICE CRIMINAL RECORD CHECK INSTRUCTIONS**

Applicants can go to the Pennsylvania Access to Criminal History website and apply for their criminal record check online with the Pennsylvania State Police at: <https://epatch.state.pa.us/Home.jsp>

- Click on Submit A New Record Check → Individual Request
- REASON: **EMPLOYMENT**

Once you complete the application, you will be able to print your certificate almost immediately. Click on the words "**Certification Form**," which will take you to your official results. Print that document, and turn it in to Human Resources.

If you have questions about the Pennsylvania State Police Request for Criminal Record Checks form (SP4 164), please call: (717) 783-9973 or toll free 1-888-783-7972.

**Cost: \$22.00**

### 3. Federal Criminal History Background Checks

The fingerprint-based background check is a multiple-step process, as follows:

1. **Registration** – Click on this link: <https://uenroll.identogo.com/>
  - The applicant must register prior to going to the fingerprint location
  - During the pre-enrollment process, all demographic data for the applicant is collected (name, address, etc.) along with notices about identification requirements and other important information
  - When registering on-line, an applicant is required to use a service code:

**1KG6XN**

Fingerprint requests processed through any service code or through any other agency cannot be accepted and are not transferrable. If an applicant enters the wrong code by mistake, the incorrect applicant type will appear at the top of the screen. The applicant should select the “Back to Home” button and begin the process again, by reentering the correct Service Code **(1KG6XN)**.

If the applicant proceeds with the process under the incorrect code, the pre-enrollment and/or results cannot be used by our District, and the applicant will have to start the process over and pay for the background check again.

2. **Payment** - The applicant will pay a fee of **\$25.25** for the fingerprint service and to secure an unofficial copy of the Criminal History Record. No cash transactions or personal checks are allowed.

### **3. Fingerprint Locations**

Company	Address	Info	Hours
Identogo	1 Kedron Ave Ste 7 Morton, PA 19070	Located at The Village Mall inside of Wellness Mart	Mon-Fri: 9:00 AM - 12:00 PM & 12:30 PM - 5:00 PM
Identogo	130 S State Rd Upper Darby, PA 19082	Located inside Diallo Brothers LLC	Mon-Fri: 9:00 AM - 12:00 PM & 1:00 PM - 5:00 PM
Identogo	314 S Henderson Rd Ste G King of Prussia, PA 19406	Located at the UPS store between Hollywood Tans and Unique Nails	Mon-Fri: 8:30 AM - 12:00 PM & 1:00 PM - 6:30 PM Sat: 9:30 AM - 3:30 PM
Identogo	824 Green St Marcus Hook, PA 19061	Located inside Delaware Valley Mobile Drug Testing	Mon-Fri: 7:00 AM - 1:30 PM
Identogo	1442 Pottstown Pike West Chester, PA 19380	Located inside Parcel & More	Mon-Fri: 10:30 AM - 5:30 PM Sat: 10:30 AM - 2:00 PM

4. **Please save your UEID Number.** This is found on the receipt provided to you after you are fingerprinted. HR needs your UEID number in order to run your official fingerprint results.

**If you need assistance, please contact Janeen in HR @ 610-359-4267 or [jpartridge@mnsd.org](mailto:jpartridge@mnsd.org)**