

How to apply for new clearances

- Act 34 – PA Criminal Clearance:

 - Apply online via the “epatch” system at <https://epatch.state.pa.us/Home.jsp>
 - Pay with credit/debit card (\$8.00)
 - 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 and submit the certification form to the Executive Director’s Office
 - Apply by mail – form available in the Executive Director’s Office
 - Include \$10.00 money order and mail as directed on the form
 - Processing time is a minimum of 3 weeks
 - You will receive the clearance in the mail, forward a copy to the Executive Director’s Office

- Act 151 – PA Child Abuse Clearance:
 - Apply online at <https://www.compass.state.pa.us/CWIS>
 - You will need to create an account with a valid email address to apply in this manner
 - Pay with credit/debit card (\$8.00)
 - Print and submit the certification form to the Executive Director’s Office
 - Apply by mail – forms available in Executive Director’s Office
 - Include \$10.00 money order and mail as directed on the form
 - Processing time is a minimum of 3 weeks
 - You will receive the clearance in the mail, bring the original certificate to the Executive Director’s Office

- Act 114 –FBI Fingerprint Results:

 - Apply online at https://www.pa.cogentid.com/index_pdeNew.htm
 - Register and pay with credit/debit card (\$28.75) or choose money order to be taken to fingerprint location
 - Print your receipt and take it and money order, if applicable, to a fingerprint location with a form of ID and get fingerprinted
 - You can view the map of fingerprint locations to find the nearest to you
 - Submit a copy of your receipt to the Executive Director’s Office. The receipt shows a TCN number that is used by school personnel to view your results online and then the results are printed for your file
 - Apply by phone
 - Call 1-888-439-2486 to register
 - Pay with credit/debit card (\$28.75) or choose money order to be taken to fingerprint location
 - Take money order, if applicable, to a fingerprint location with a form of ID and get fingerprinted
 - You can view the map of fingerprint locations to find the nearest to you
 - Submit a copy of your receipt to the Executive Director’s Office. The receipt shows a TCN number that is used by school personnel to view your results online and then the results are printed for your file