

Clearance Information Sheet

The following clearances are required to work or volunteer in the Pine-Richland School District.

FBI Criminal History Check

Please use the website for this clearance, not the fingerprint card by mail.

<https://uenroll.identogo.com>

- \$22.60 fee required
- Login using Service Code: 1KG6XN
- Go to **Schedule or Manage Appointment** and complete the online form to register for an appointment.
- The staff at the location will perform the fingerprint scan and provide you with a receipt containing a Universal Enrollment ID (UEID). Please provide the District with a copy of your receipt/UEID so HR may retrieve your results.

Pennsylvania Criminal History Check

Please use the website for this clearance, not the printed form.

<https://epatch.state.pa.us/Home.jsp>

- \$22 fee required (*Fee waived for volunteers only*)
- Go to **"New Record"** and follow the instructions through to the Certification Page. Once the Search Results Table appears, click on the Control Number (*write down the Control Number for future reference*). The Record Check Details page will be opened - click on the **Certification Page** to access and print your clearance. The Record Check Details page is only a receipt and not acceptable as a clearance.
- Print 2 Certification Pages, keep one for yourself and submit the other to the District.

Pennsylvania Child Abuse Certification

Please use the website for this clearance, not the printed form.

<https://www.compass.state.pa.us/CWIS>

- \$8 fee required (*Fee waived for volunteers only*)
- Create an account, or log in if you already have an account, and complete the online application. You will be able to retrieve your results through your online account once they are available.
- Print 2 copies of your certification page - provide one copy to HR and keep the other for your records.

ALL CLEARANCES SHOULD BE RETURNED TO THE DISTRICT ADMINISTRATIVE OFFICE/HR

DEPARTMENT: ATTN JILL WELCH

OR EMAIL TO JWELCH@PINERICHLAND.ORG