

How Do I Get My Clearances?

www.KeepKidsSafe.pa.gov

In order to work or volunteer with children, certain people are required to obtain clearances.

1. Child Abuse History Clearance (CY113)

Online Submission

Cost:

- **Free** - Volunteers
- **\$13** - Employees, Foster/Adoptive

Note: Child abuse clearance fees for volunteers will continue to be waived one time every 57 months.

The Pennsylvania child Abuse History clearance can be submitted and paid for online through the Child Welfare Information Solution (CWIS) [self-service portal](#). Submitting an application online allows individual applicants to receive their results through an automated system that will notify them once their results have been processed. Applicants will be able to view and print their results online.

The self-service portal also provides organizations the ability to create business accounts to prepay for child abuse clearances and have online access to the results. Organizations who want to set up business accounts must first register for a Business Partner User account using the “Organization Account Access” link on the Child Welfare Portal. Organization accounts will allow businesses and organizations to purchase child abuse history clearance payment codes and distribute those codes to applicants. When an applicant uses a code given to them by an organization, the organization will have access to the applicant’s child abuse history clearance results once those results are processed.

Paper Submission

Paper submissions of the Pennsylvania Child Abuse History Clearance application will still be accepted for anyone who may not have access to the internet. Please note, results will be received more quickly if applied for electronically through the self-service portal. Submit paper applications to:

ChildLine and Abuse Registry
Pennsylvania Department of Human Services
P.O. Box 8170
Harrisburg, PA 17105-8170

1. The instructions for how to complete the Pennsylvania Child Abuse History Clearance application are now included on the last page of the application and can be printed for easy reference when completing the application. Failure to comply with the instructions that are attached to the application will cause considerable delay in processing the results.
2. Applicants can now type their information directly onto the application or the information can be legibly handwritten onto the application.
3. If the information is typed directly onto the application, the information will NOT be able to be saved on a computer unless the computer has a licensed version of the acrobat adobe software. There, please be sure to print the completed application before closing the document so that the information typed on the application is not lost.
4. If you have trouble accessing the application, you may need to download the latest version of Adobe Reader, which is available free on the internet.

Once the application is received in the ChildLine and Abuse Registry’s Verification Unit, the results of the Pennsylvania Child Abuse History Clearance will be mailed to the applicant’s address that was noted on the application within 14 days from the date that the application is received in the ChildLine Verification Unit.

CY113 form - English Child Abuse Clearance

CY113 form - Spanish Child Abuse Clearance

An applicant can request that a Pennsylvania Child Abuse History Clearance be mailed to an organization by completing a Consent Release of Information Authorization Form. Both the applicant and organization must sign the form and the form must be attached to a paper Child Abuse History Clearance application submitted via mail in order for the results to be released to the organization. Old versions of the Consent Release Form without a signature line for the organization will not be accepted and the certification result will be returned directly to the applicant, not the organization.

NOTE: Results cannot be sent to someone other than the applicant if applying for a Child Abuse History Clearance electronically via the online link above. If an organization pays the application fee, they will have the ability to access an applicant's results online if they set up a business account and provide the pre-paid code to the applicant.

CY 999 - Consent/Release of Information Authorization Form

For questions related to the Pennsylvania Child Abuse History Clearance, please contact the ChildLine Verification Unit at 717-783-6211 or toll free at 1-877-371-5422.

2. Pennsylvania State Police Criminal Record Checks for Employment (SPA-164) or Volunteers (SPA-164A)

There are two methods of requesting a Pennsylvania Criminal record.

- Online Request
The Pennsylvania State Police have established a web-based computer application called "Pennsylvania Access To Criminal History," (PATCH). Results are received immediately when applied for online.
- Submitting a Request Form
 - Download the Criminal History Request Form - SP4-164 (Updated 12/2017)
 - Download the Criminal History Request Form: Volunteer Only - SP4-164A (Updated 12/2017)
 - Download the Individual Access and Review Request Form - SP4-1760 (Updated 12/2017)

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

3. Federal Bureau of Investigation (FBI) Fingerprinting

The Commonwealth transitioned to a new vendor for digital fingerprinting, IDEMIA (also referred to as IdentoGo or Morpho Trust) Effective November 28, 2017, you can register with IDEMIA, and be fingerprinted at an IdentoGo site. The fingerprint-based background check is a multi-step process. For general questions about FBI clearances, please contact the FBI Background Check Unit at 717-783-6211 or 1-877-371-5422. For IDEMIA registration, processing, or billing questions, please contact IDEMIA/IdentoGo at 1-844-321-2101.

Fingerprinting Process

- Appointments to be fingerprinted are not required, but **pre-registration is required** either online or by phone. To register online, please go to www.Identogo.com by telephone, please call 1-844-321-2101 and listen to the options menu.
- When you or your employee or volunteer register, the employer will have to provide a service code. Please refer to the Service Code table below. The employer shall review the service codes below to determine which code best suites the volunteer or employee. Once determined, provide this code to the volunteer or employee so they may register. Please note the "DHS volunteer" service code would include all volunteer services. It is titled "DHS" because it is a DHS, Child Protective Services Law requirement.
- All applicants will also need to refer to the Service Code forms, link found to the right of this page, for the list of acceptable identification documents. Applicants must present one of identification documents at the IDEMIA fingerprinting location.
- Once registered, you may walk-in during a location's posted hours of operation, but scheduling an appointment may lead to lesser/no wait times. In order to pre-register for a FBI background check and/or find a fingerprinting location, applicants should access the IDEMIA website. It is strongly encouraged that the employee or volunteer contact the site prior to going there as the information on the IDEMIA website may differ from actual hours of operation.

Minors requiring FBI Digital Fingerprinting

If a minor applicant does not have acceptable identification at the time of the fingerprinting appointment, they must present:

- The Pennsylvania Photo ID Waiver for Minors form

AND

- One of the listed identification documents for the minor (listed in the [waiver](#)), which includes:
 - Original or certified copy of a birth certificate issued by the appropriate State Bureau of Vital Statistics or equivalent agency from a U.S. state, U.S. territory, the District of Columbia, or a Canadian province. A birth record issued by a hospital is not acceptable under this category.
 - Original or certified copy of a U.S. Department of State Certification of Birth Abroad issued to U.S. citizens born abroad (Form FS-240, DS-1350, or FS-545).
 - Original or certified copy of court order with name and date of birth indicating an official change of name and/or gender from a U.S. state, U.S. territory, the District of Columbia or Canadian province.
 - Social Security Card (actual card).

Service Codes

Service codes are a required field for all pre-enrollments. Below are the service codes available for applicants applying under the Department of Human Services.

Service Code	Applicant Type	Description	Department
1KG6ZJ	<u>DHS Volunteer</u>	An individual applying for or holding an unpaid position as a volunteer with a childcare service, a school or a program, activity or service, as a person responsible for the child's welfare or having direct volunteer contact with children	Department of Human Services

The Service Code form includes additional information for the enrollment and fingerprinting process.

Department of Education

The Pennsylvania Department of Education also utilizes IDEMIA to process fingerprint based FBI criminal background checks for prospective school employees of public and private schools. Under Act 114 of 2006, ALL prospective school employees, school contractors and student teachers are to use the Pennsylvania Department of Education system. This includes but is not limited to: Teachers, School Administrators, Substitute Teachers, Teaching Assistants, PIAA Sports Officials, School Bus Drivers, and Student Teachers, For more information regarding Act 114, and background check requirements for public schools, private schools and student teachers, go to the Pennsylvania Department of Education website or email the Pennsylvania Department of Education.

Payment Process

All volunteers are required to pay for fingerprinting at the time of service. If you wish, Faith Journey Church will reimburse you, as long as you have all original receipts that are handed in within 30 days of receipt date. These receipts, with your name and address, can be turned in to the church by either mailing, emailing, or handing them in to the FJC Treasurer. A reimbursement check will be issued to you as soon as possible.