

A GUIDE TO PROCESSING CLEARANCES

Criminal History, Child Abuse, and FBI Fingerprinting

On October 22, 2014, House Bill 435 was signed into law becoming Act 153 of 2014. This law now requires all volunteers having direct contact with children to obtain new clearances (Pennsylvania State Police Criminal History Record Check and Pennsylvania Child Abuse History Clearance) **every 36 months**. This is an unfunded state mandate and unfortunately the costs associated in obtaining these clearances are the responsibility of the volunteer. **Clearance fees are at the expense of the mentor and/or employer and will not be reimbursed by the Tulpehocken Area School District.**

Pennsylvania State Police Request for Criminal History Record Check (Free for Volunteers)

The quickest way to process this clearance is to log on to <https://epatch.state.pa.us>. In most cases, you should receive instantaneous results if no record exists. If you do not have access to a computer, you should complete and mail the “Pennsylvania State Police Request for Criminal Record Check” to the Pennsylvania State Police at the address listed on the right side of the form. **[Please note that requesting this clearance by mail will result in a significant delay – up to six to eight weeks. Therefore, it is recommended that you utilize the on-line request process.]**

Pennsylvania Access To Criminal History
Commissioner, Pennsylvania State Police Gov. Thomas W. Wolf
Home Record Check Help

Welcome to Pennsylvania Access To Criminal History

Response times for record requests labeled "UNDER REVIEW" vary depending upon the volume of requests received. While every attempt is made to process inquiries as quickly as possible, turnaround times on these requests can be expected to take between four to six weeks. We apologize for any inconvenience as we process all requests as quickly as resources allow.

PATCH Helpdesk 1-888-QUERY-PA (1-888-783-7972)

All requests for notarized copies of a Criminal Record Check **MUST BE** submitted by mail.

New Record Check (Volunteers only)

- Submit a New Record Check (requires a credit card)
- Check the status of a Record Check

Registered Users

Username:
Password:
Login

Why does PATCH exist?

Its purpose is to better enable the public to obtain criminal history record checks. The repository was created and is maintained in accordance with Pennsylvania's Criminal History Information Act contained in Chapter 91 of Title 18, Crimes Code. This Act also directs the Pennsylvania State Police (PSP) to disseminate criminal history data to criminal justice agencies, non-criminal justice agencies and individuals on request. Criminal justice agencies can access all of an individual's criminal history record information (CHRI). Requests made by noncriminal justice agencies and individuals are subject to edit criteria contained in the law.

Dispositions

Dispositions on most criminal cases can be accessed by reviewing court docket sheets located at the Pennsylvania Judiciary web portal site: <http://usportal.pacourts.us/DocketSheets.aspx> Clicking the "HELP" link on this page will provide information as to how to access the public docket sheets. However, public docket sheet information should not be used in place of a criminal history background check, which can only be provided by the Pennsylvania State Police.

Please mail clearances (and affidavit) directly to Mrs. Lydia Beck, Graduation Project Coordinator, Tulpehocken High School, 430 New Schaefferstown Road, Bernville, PA 19506

Pennsylvania Child Abuse History Clearance (Free for Volunteers)

The Pennsylvania Child Abuse History Clearance may be submitted online through the Child Welfare Information Solution (CWIS) self-service portal, www.compass.state.pa.us/cwis. You can also complete and mail the Pennsylvania Child Abuse History Clearance to ChildLine and Abuse Registry, Department of Public Welfare (address listed at the top of the form).



WELCOME TO THE Child Welfare Portal

This service provides a means for individuals to apply for PA Child Abuse History Clearance online and for mandated reporters to report child abuse in Pennsylvania.

[INDIVIDUAL LOGIN](#) [CREATE INDIVIDUAL ACCOUNT](#)

Organizations can manage PA Child Abuse History Clearances online for their employees and volunteers

[ORGANIZATION LOGIN](#) [CREATE ORGANIZATION ACCOUNT](#)

Clearance Applications

- [Learn About Clearances](#)
Use this link to obtain more information about the PA Child Abuse History Clearance Application Website
- [Verify a Certificate](#)
Verify an existing certificate.

Child Abuse History Clearance

- [Learn About Child Abuse History Clearance](#)
Use this link to Referral Website
- [Office of Child Welfare](#)

PA pennsylvania

Create Keystone ID: Profile Information

1 General Information **2 Profile Information**

Required

To create a new Keystone ID, please provide the following information:

*Keystone ID	<input type="text"/> (must be 6 to 10 characters)
*First Name	<input type="text"/>
*Last Name	<input type="text"/>
*Date Of Birth	<input type="text"/> (MM/DD/YYYY)
*E-mail	<input type="text"/>
*Confirm E-mail	<input type="text"/>

To ensure online security, please select and provide answers for security questions. These questions will be used if you forget your password.

Security Question Tips
Choose questions for which you will easily recall the answers; do not write down the questions and answers, as this undermines their usefulness as a security tool.
Answers must be typed exactly the same way, every time. So, if you capitalize "Philadelphia" or if you write "Philadelphia PA" here, you must do so every time you use the question.
Avoid using special characters (\$%&@) and punctuation (" ' - .) in your answers.
You cannot use the same question more than once.
Answer cannot be any phrase directly from the question.

*Security Question 1	Please select a security question
*Answer	<input type="text"/>
*Security Question 2	Please select a security question
*Answer	<input type="text"/>
*Security Question 3	Please select a security question
*Answer	<input type="text"/>

For security reasons, please answer the following question.

Question	How many weeks in a year?
*Answer	<input type="text"/>

Please mail clearances (and affidavit) directly to Mrs. Lydia Beck, Graduation Project Coordinator, Tulpehocken High School, 430 New Schaefferstown Road, Bernville, PA 19506

If you have been a resident of PA for 10 years, you do not need the FBI Fingerprinting, but you will need to sign the affidavit (page 7) instead.

FBI Fingerprinting (\$28.75) or Tulpehocken Act 153 Volunteer Affidavit

FBI Fingerprinting services are available at these three locations in Berks County:

(Please visit the following site for locations on other counties

https://www.pa.cogentid.com/ohio/DPW/DPW_map/DPW_Regions_Clickable.html)

- Berks County Intermediate Unit (Appointments preferred but walk-ins welcome.)
1111 Commons Boulevard, Reading, PA 19605
610.987.8264
www.berksiu.org (for directions and/or to make an appointment
Regular Hours of Operation
Monday: 8:00 a.m. to 4:00 p.m.
Tuesday through Friday: 11:30 a.m. to 4:00 p.m.
- Mail N Ship 4 U (Walk-ins welcome; no appointment necessary.)
96 Commerce Drive, Wyomissing, PA 19610
610.376.3805
Regular Hours of Operation
Monday through Friday: 9:00 a.m. to 5:00 p.m.
Saturday: 9:00 a.m. to 1:00 p.m.
- Business Link Print Pack and Ship Center (Walk-ins welcome; no appointment necessary)
314 West Main Street, Kutztown, PA 19530
610.682.9575
Regular Hours of Operation
Monday through Friday: 9:00 a.m. to 5:00 p.m.
Saturday: 9:00 a.m. to 1:00 p.m.

Please mail clearances (and affidavit) directly to Mrs. Lydia Beck, Graduation Project Coordinator, Tulpehocken High School, 430 New Schaefferstown Road, Bernville, PA 19506

Please follow the instructions below to have your fingerprints taken at the Berks County Intermediate Unit (BCIU):

1. Register with COGENT SYSTEMS online (www.pa.cogentid.com) or over the phone (888.439.2486, Monday –Friday from 8:00 a.m. – 6:00 p.m.) for the clearance for the Department of Education. You can also access the Cogent Systems website by logging onto the BCIU website (www.berksiu.org), clicking on “Quick Links,” and selecting “FBI Fingerprinting” from the drop-down menu.

The image displays two screenshots of the Cogent Systems website, specifically the 'Applicant Fingerprinting Online Services' page. The top screenshot shows the main navigation area with a grid of entity icons for fingerprinting. Arrows indicate the path from the 'Contact Information' sidebar to the 'Department of Education' icon and from the 'Useful Links' sidebar to the 'FIRST TIME USER? Click here' link. The bottom screenshot shows a more detailed view of the website with arrows pointing to the 'Registration Information' section and the 'FIRST TIME USER? Click here' link.

Contact Information

- Department of Education
717-783-3750 or
RA-PDE-SchoolService@pa.gov
- Department of Human Services
877-371-5422
- Department of Aging - 717-265-7887
- Department of Banking and Securities
717-452-5482
- Department of Transportation
- Lethal Weapons Training Program

Useful Links

- FIRST TIME USER? Click here
- Find a Fingerprint Location
- Print or Pay Agency Invoices
- Print a Fingerprint Receipt
- Privacy Policy
- Refund Policy

Entity Icons:

- Department of Education: Teachers, school administrators, student teachers, independent contractors, etc.
- Department of Human Service: Nursing students, child care facility operators/staff, social service workers, hospital personnel, librarians, doctors, etc.
- Department of Transportation: PennDOT Employees
- State Police: Lethal Weapons Training Program (LWTP)
- Department of Banking: Bankers
- Department of Aging: Long Term Care Employment, lived in Pennsylvania for less than 2 years
- Department of Transportation: Hazmat Endorsement

Registration Information

- Register Online
- Registration Procedures
- Modify Registration
- Cancel Registration
- Proof of Registration Receipt
- Proof of Submission Receipt

Print Site Locations

- Fingerprint Locations & Hours Map
- What to Bring
- Reprints (Did you get an FBI Rejection?)

FAQ's

- 3M Cogent's Privacy Policy
- FAQ'S - Answers to common question
- Dept of Education Online Results

Site Information

- Login (Fingerprint Sites Only)
- PDE Hiring Entities may retrieve CHRI here
- Cogent Maintenance (Secure Link)

2. After you register with Cogent Systems, either print out the registration number (if you registered online) or write down the registration number (if you registered by phone). **Bring this Registration number with you to the fingerprint site.**

Please mail clearances (and affidavit) directly to Mrs. Lydia Beck, Graduation Project Coordinator, Tulpehocken High School, 430 New Schaefferstown Road, Bernville, PA 19506

3. You may pay with a credit /debit card before arriving for fingerprinting, either online or by phone, while registering with Cogent . Another option is paying with a money order (payable to “Cogent Systems”) when you arrive at the fingerprint site. You will be given a separate registration number for making payment with a credit/debit card. **Please bring this payment confirmation number with you to the fingerprint site.**
4. The cost for the FBI clearance is \$28.75. **(Volunteers may not need this if affidavit is signed. See affidavit for criteria.)**
5. Though no appointment is necessary to have your prints taken, you do have the option of making an appointment at the BCIU by logging onto the website (www.berksiu.org), going to the “Quick Links” drop-down menu, and clicking on “FBI Fingerprinting.” At the bottom of the page are links to schedule an appointment and reschedule or delete an appointment. You may also call 610.987.8264 to schedule an appointment. If you are unable to keep your appointment, please reschedule or cancel it as soon as possible.
6. Please bring one of the following forms of identification with you to the fingerprint site :
 - State-issued Driver’s License
 - US Active Duty/Retiree/Reservist Military ID Card (000 10-2)
 - US Passport
 - College-issued Student ID
 - INS I-551 Resident Alien Card Issued since 1997
 - INS I-688 Temporary Resident Identification Card
 - INS I-688B, I-766 Employment Authorization Card
7. You should provide your prospective employer with your registration number, as well as including your registration number on any applications. The fingerprint results should be available within 24-28 hours after your fingerprints are taken, and your prospective school employer will need your registration number to access this information.

Please follow the instructions below to have your fingerprints taken at Mail N Ship 4 U or Business Link Print Pack and Ship Center:

1. Register with COGENT SYSTEMS online (www.pa.cogentid.com) or over the phone (888.439.2486, Monday –Friday, from 8:00 a.m. –6:00 p.m.).
2. After you register with Cogent Systems, either print out the registration number (if you registered online) or write down the registration number (if you registered by phone). Bring this registration number with you to the fingerprint site.

Please mail clearances (and affidavit) directly to Mrs. Lydia Beck, Graduation Project Coordinator, Tulpehocken High School, 430 New Schaefferstown Road, Bernville, PA 19506

3. You may pay with a credit/debit card before arriving for fingerprinting, either online or by telephone, while registering with Cogent Systems. Another option is paying with a money order (payable to “Cogent Systems”) when you arrive at the fingerprint site. You will be given a separate registration number for making payment with a credit/debit card. **Please bring this payment confirmation number with you to the fingerprint site.**
4. The cost for the FBI clearance is \$28.75.
5. No appointment is necessary at Mail N Ship 4 U and Business Link Print Pack and Ship Center.
6. Please bring one of the following forms of identification with you to your fingerprint session:
 - State-issued Driver’s License
 - US Active Duty/Retiree/Reservist Military ID Card (000 10-2)
 - US Passport
 - College-issued Student ID
 - INS I-551 Resident Alien Card Issued since 1997
 - INS I-688 Temporary Resident Identification Card
 - INS I-688B, I-766 Employment Authorization Card
7. You should provide your prospective employer with your registration number, as well as including your registration number on any applications. The fingerprint results should be available within 24-28 hours after your fingerprints are taken, and your prospective school employer will need your registration number to access this information.

Please mail clearances (and affidavit) directly to Mrs. Lydia Beck, Graduation Project Coordinator, Tulpehocken High School, 430 New Schaefferstown Road, Bernville, PA 19506

Tulpehocken Area School District Act 153 Volunteer Affidavit

I attest to the following statements in lieu of obtaining the FBI clearance as allowed by Act 153 of 2014 for volunteers:

1. I am applying for a volunteer position with the Tulpehocken Area School District.
2. I have been a resident of the Commonwealth of Pennsylvania for the entirety of the ten (10) year period immediately preceding the date of this Affidavit.
3. I am not disqualified from service as a volunteer as a result of a conviction of one or more of the following offenses listed under Title 18 of the Pennsylvania crimes code, or the attempt, solicitation or conspiracy to commit any of the following offenses:
 - a. Criminal homicide (Chapter 25)
 - b. Aggravated assault (Section 2702)
 - c. Stalking (Section 2709.1)
 - d. Kidnapping (Section 2901)
 - e. Unlawful restraint (Section 2902)
 - f. Rape (Section 3121)
 - g. Statutory sexual assault (Section 3122.1)
 - h. Involuntary deviate sexual intercourse (Section 3123)
 - i. Sexual assault (Section 3124.1)
 - j. Aggravated indecent assault (Section 3125)
 - k. Indecent assault (Section 3126)
 - l. Indecent Exposure (Section 3127)
 - m. Incest (Section 4302)
 - n. Concealing death of a child (Section 4303)
 - o. Endangering Welfare of Children (Section 4304)
 - p. Dealing in infant children (Section 4305)
 - q. Felonies related to prostitution (Section 5902 (b))
 - r. Obscene and other sexual materials/performances (Section 5903(c))
 - s. Corruption of minors (Section 6301)
 - t. Sexual abuse of children (Section 6312)
 - u. Felony violation of The Controlled Substance, Drug, Device and Cosmetic Act during the five (5) year period immediately preceding the date of this Affidavit (35 P.S. § 780-101 et seq.)

4. I have not been convicted of an offense similar in nature to those offenses listed in Paragraph 2 herein under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

I hereby affirm that the information in this affidavit is true and correct to the best of my knowledge and belief and that the signature is being made subject to 18 Pa.C.S.A. § 4903 relating to crimes for false sworn statements which is a misdemeanor of the third degree punishable by up to one year imprisonment.

_____ Date	_____ Affiant Printed Name	_____ Affiant Signature
_____ Date	_____ Witness Printed Name	_____ Witness Signature