



## Completing Background Checks/Certifications for Employment

Pennsylvania State Police Criminal Record Check (SP4-164)  
Pennsylvania Child Abuse History Clearance Form (CY-113)  
IdentoGO Federal (FBI) Fingerprint Criminal Background Check

If your position requires you to work with minors you are required to obtain the PA Publicly Available Clearances for employment verification and present them during your onboarding session. Obtaining the three clearances can take several weeks depending on agency processing times.

- All three clearances must be obtained for **employment purposes only** and are valid for 5 years. Clearances obtained for volunteer purposes are not acceptable.
- You are not permitted to begin work until appropriate clearance documents are presented and verified at your onboarding session.
- If you believe you already have these clearances but cannot locate them, please see the instructions below that explain how to confirm you applied and previously received your clearances or to have them mailed to you.

### Pennsylvania State Police Criminal Record Check (SP4-164)

The Pennsylvania State Police Criminal Record Check (PATCH) can be completed online, or by mailing in a paper copy. If you need assistance, please call the PATCH help line at 1-888-783-7972.

**NOTE:** Paper submission is the only option for international applicants who do not reside in the United States at the time of application.

#### **For online submission (you will be required to pay a \$22 fee by credit/debit card):**

1. Go to <https://epatch.state.pa.us>
2. Select **“Submit a New Record Check”**, do not select the yellow button, that is for volunteer.
3. Review and accept the Terms & Conditions.
4. Select “Individual Request” then continue.
5. Under “Reason for Request,” select “Employment” then complete required personal information.
6. Verify information on next page and then click “Proceed”.
7. Enter required personal information. Once complete, click “Enter This Request”.
8. It will look like the form information you entered has been erased, but it is saved below under “View Queued Record Check Requests (1)”. Click “Finished”.
9. Select “Submit” to checkout.
10. Provide payment information and click pay.
11. Click the bold control number (starts with R) to view the invoice and the certificate.
12. Print the certificate. **NOTE:** Once viewed, you will have no further access to the certificate, or the control number needed to retrieve this clearance. The certificate is only kept in their system for 1 year.
13. If you receive a “Request under Review” response, check the website periodically for updates to the request. You will need your R# (control number) to view your request. It can take anywhere from a few days to a few weeks for the “Request under Review” status to be updated. If a record is found, it will be mailed to the address provided during application.

**Directions for paper submission (you will be required to pay a \$22 fee by money order):**

1. Go to <http://keepkidssafe.pa.gov/resources/clearances/index.htm>
2. Scroll down to the PA State Police option. Under the second bullet "Submitting a Request Form", download the first link "**Criminal History Request Form- SP4-164**"
3. Print the form and complete required information. When filling out the form, check the box "Individual/Noncriminal Justice Agency" for the money order. Under reason for request, select "Employment".
4. Enclose a certified check or money order in the amount of \$22.00, payable to "Commonwealth of Pennsylvania."
5. Mail form and payment to the address listed in the top right section of the form. It can take up to 4 weeks to receive results.

**Pennsylvania Child Abuse History Clearance Form (CY-113)**

The Pennsylvania Child Abuse History Clearance can be completed through online submission or by mailing in a paper application. For assistance or to check the status of your clearance please call 1-877-371-5422.

**For online submission (you will be required to pay a \$13 fee by credit/debit card):**

1. Go to <https://www.compass.state.pa.us/cwis/public/home>
2. Select "Create Individual Account", then select "Next" at the bottom right of the page.
3. Complete the Keystone ID Registration.
4. Check your email for Keystone ID and password confirmation (two separate emails).
5. Return to <https://www.compass.state.pa.us/cwis/public/home>
6. Select "INDIVIDUAL LOGIN" then select "Access My Clearances".
7. Scroll to the bottom and select "Continue".
8. Use your Keystone ID and temporary password to login.
9. Upon initial login, you'll be required to change your password. Once you have changed your password, return to the home page.
10. Log in using your Keystone ID and new password. **NOTE:** Save this information, you will need this later to log in to retrieve your clearance via PDF.
11. Review and accept the Terms & Conditions, then select "Continue" at the bottom right of the page
12. Select "Create Clearance Application".
13. Select "Begin" at the bottom of the page.
14. **Application Purpose:** Select "Individual 14 years of age or older who is applying for or holding a paid position as an employee with a program, activity or service, as a person responsible for the child's welfare or having direct contact with children: Applying as an employee who is responsible for the child's welfare or having direct contact (providing care, supervision, guidance, or control to children or having routine interaction with children) in any of the following in which children participate in and which is sponsored by a school or a public or private organization:
  - A youth camp or program
  - A recreational camp or program
  - A sports or athletic program
  - A community or social outreach program
  - An enrichment or educational program
  - A troop, club, or similar organization"

15. Complete application information screens.
16. Review application summary.
17. Certify application and provide e-signature (first and last name ONLY).
18. Enter credit/debit card information and select "Pay Now".
19. Select "Finalize and Submit Application".

Upon completing these steps, you should see an application confirmation screen. You should also receive an email confirming successful submission of your application. Notification of clearance results will be emailed to you within 14 days to log in to retrieve your clearance. You may also log in online at any time to check the status of your application.

**Directions for paper submission (you will be required to pay the \$13.00 fee by money order)**

1. Go to the clearance application PDF  
[http://www.dhs.pa.gov/cs/groups/webcontent/documents/form/s\\_001762.pdf](http://www.dhs.pa.gov/cs/groups/webcontent/documents/form/s_001762.pdf)
2. Print the form and complete all required fields. All information must be completed in full and the form must be signed. **Note:** For "Purpose of Certification," select "Employment with a significant likelihood of regular contact with children".
3. Enclose a \$13.00 money order payable to "Department of Human Services" and mail to the address on the form.

Notifications of clearance results can take up to 14 days after application is received by the Department of Human Services.

### [FBI Criminal Background Check \(Department of Human Services\)](#)

The Pennsylvania Department of Human Services utilizes IDEMIA (IdentoGO) to process fingerprint-based FBI criminal background checks. **PA Department of Education Clearances are NOT accepted, you must apply through Department of Human Services.** The fingerprint-based background check is a multi-step process. For questions about your FBI clearance, contact the FBI Background Check Unit at 1-877-371-5422.

**Pre-registration is required.** Once registered, you may walk-in during a location's posted hours of operation but scheduling an appointment may lead to lesser wait times and is required during pre-registration.

**Please note:** Payment is required on site at the appointment. There is no option to pay ahead of time. You may pay with a business check, money order, or credit/debit card. The cost of the Employee FBI Clearance is \$23.85. Individuals will pay out-of-pocket and submit the required paperwork (including the receipt) for reimbursement to their appropriate department level. The registration confirmation letter will not be accepted as evidence of payment.

**For online submission:**

1. Go to <https://uenroll.identogo.com/>
2. Employees: **Enter code 1KG756** and select "Go"
3. Select "Schedule or Manage Appointment"
4. Complete all sections of the form and click "Next".
5. For Employer Information: Penn State University, United States, 201 Old Main, University Park, PA, 16802. Select "Next".
6. Enter citizenship information, then click "Next".
7. Answer the 3 Personal Questions. For the question "Do you have an Authorization Code (Coupon Code) that you will be using as a method of payment?" Select "No" then click "Next".
8. Continue entering personal information then click "Next".
9. Enter your current mailing address information then click "Next".
10. Select the required document that you will provide during fingerprinting for verification.
11. Search and select a location, date and time to be fingerprinted. Select "Submit".
12. You will receive an email confirming your registration.
13. Report to the Identogo location identified in the confirmation letter. **Do not forget to bring your required documents (as outlined in your confirmation letter) to confirm your identity.**

To find an updated list of Identogo locations: <https://www.identogo.com/locations>.

**Helpful links and phone numbers:**

For more clearance information from PA Department of Human Services:

<http://dhs.pa.gov/publications/findaform/childabusehistoryclearanceforms/>

To obtain clearance copies from DHS, check on the status of an application, or to ask general questions:

- Child Abuse History or FBI Fingerprint at 1-877-371-5422
- PA State Police Criminal Record Check at 1-888-783-7972
- Identogo registration, processing or billing at 1-844-321-2101

To access Penn State University clearance instructions, policies, and forms:

<https://hr.psu.edu/recruitment-and-compensation/background-checks-and-compliance>

To verify your current clearances are acceptable by Penn State University:

Email [DataOnboarding@psu.edu](mailto:DataOnboarding@psu.edu)