

Information for Obtaining Clearances

The purpose of this information sheet is to ensure applicants are aware of 24 P.S. §1-111, as amended, and Chapter 8 of the State Board of Education Regulations concerning criminal history background checks.

Act 114 of 2006 specifies that all applicants for employment with public and private schools including employees of independent contractors, but excluding employees who do not have direct contact with students undergo background checks. In addition, Act 114 extended the background check requirements to include student teacher candidates. As of April 1, 2007, the following three background checks are required:

1. Pennsylvania State Police Request for Criminal Records Check (Act 34)
2. Department of Public Welfare Child Abuse History Clearance (Act 151)
3. Federal Criminal History Record Information (CHRI) (Act 114)

All clearances must be current (within 1 year) of employment.

Pennsylvania State Police Request for Criminal Records Check - Act 34

This can be accomplished by either of the following methods:

1. Printing form SP4-164 [Pennsylvania State Police Request for Criminal Record Check](#). - Directions for completion are on the form.
2. Completing the request on-line at <https://epatch.state.pa.us/Home.jsp>

This method is suggested for a quicker response.

Department of Public Welfare Child Abuse History Clearance - Act 151

1. Print form [Department of Public Welfare Child Abuse Clearance](#). All information must be completed in full, check school employment box, and sign. Send completed form and a \$10 money order payable to Department of Public Welfare.

Federal Criminal History Record Information - Fingerprinting - Act 114

The fingerprint -based background check is a multiple-step process.

1. Applicants must register prior to going to the fingerprint site. Registration is completed on-line or over the phone. Registration is available 24 hours/day, seven days per week at <http://www.pa.cogentid.com>. Telephonic registration is available at 1-888-439-2486 Monday through Friday, 8 am to 6 pm EST.
2. After registration you should print a receipt that will include your registration number that can then be taken to an authorized fingerprint site to obtain your fingerprints. A list of authorized locations can be found at the website listed above.