



PA Clearances

Potential employees must provide proof of payment showing that clearances were requested/ordered, or valid clearances obtained within the last 5 years.

PA Criminal Check- \$22

1. Go to the website <https://epatch.state.pa.us>
2. Click on 'Submit a New Record Check'
3. Select 'Individual Request' then click 'Continue'
4. Select 'Employment' as reason for request.
5. Complete all the fields. Then click 'Next'.
6. Review information and click 'Proceed'.
7. Fill in your current name and date of birth for the Record Check Request. You will also be asked to enter other names you may have used in the past. Then 'Enter This Request'.
8. Scroll to the bottom and it will say 'View Queued Record Check Requests'. Then click 'Finished'.
9. Review info, then click 'Submit' and then click 'Checkout'.

PA Child Abuse Clearance- \$8

1. Go to the website <https://www.compass.state.pa.us/cwis/public/home>
2. Click 'Create an Individual Account'
3. Fill out the required fields. The Keystone ID is a username that you create and need to remember.
4. Complete the three Security questions at the bottom.
5. Click 'Finish'.
6. You will get a temporary password via email.
7. Go back to the website above and then click 'Individual Login'.
8. Click 'Access My Clearances' then 'Continue'.
9. Enter username and temporary password. It will then prompt you to enter a new password. It will log you out, and you will have to log back in.
10. Click 'I have read, fully...' at the bottom and then 'Next'.
11. Click 'Continue' next screen.
12. Click 'CREATE CLEARANCE APPLICATION' button.
13. You will need
 - Addresses where you have previously lived
 - Names of all individuals with whom you have lived to include parents, guardians, siblings, spouses, etc.
 - Any previous names you have used or have been known by
 - Credit/Debit Card information for a \$8 application fee
14. Click 'Begin' at the bottom.
15. Select 'Individual 14 years of age or older who is applying for or holding a paid position...' option as the reason for request.
16. Complete the fields as directed.
17. Confirm the info entered is correct.
18. Enter your e-signature and click 'Next'.
19. The answer to 'Did the organization provide a code for your application' is No.
20. Click on 'Make a Payment'.
21. Submit information for payment.

FBI Criminal History Check- \$22.60

1. Go to the website: <https://uenroll.identogo.com/>
2. Enter Service Code: 1KG756
3. Click on 'Schedule or Manage Appointment'
4. Complete fields then click 'Next'.
5. Enter Citizenship Information and click 'Next'.
6. Answer the next 3 questions and click 'Next'.
7. Complete Personal Information page and click 'Next'.
8. Enter mailing and residential address and click 'Next'.
9. Choose a form of identification that you will bring with you to your appointment and click 'Next'.
10. Enter a zip code to find a location near you, then choose a location and click 'Next'.
11. Select a date and time for your appointment, then click 'Submit'.