



Clearance Registration

1. **Pa State Police- MUST BE COMPLETED FOR ALL HOUSEHOLD MEMBERS 14 YEARS AND OLDER (\$22.00)**
 - a. Go to <https://epatch.state.pa.us/Home.jsp>
 - b. Click on Submit a New Record Check Button
 - c. Accept terms
 - d. Click "Individual Request" and Continue
 - e. Fill out Requestor Information (This will be your own info) and Continue
 - f. Verify info and Click "Proceed"
 - g. Fill out Record Request Form and click "Enter this Request"
 - h. Enter Payment info and Submit
 - i. Record should be available to print. If not, print out the page showing information requested.

2. **Pa Child Abuse- MUST BE COMPLETED FOR ALL HOUSEHOLD MEMBERS 14 YEARS AND OLDER (\$8.00)**
 - a. Go to <https://www.compass.state.pa.us/cwis/public/home>
 - b. Click on "Create Individual Account"
 - c. If you already have an account, Skip to Step h.
 - d. Click "Next"
 - e. Follow Instructions to Create Account
 - f. Follow Instructions to change temporary password
 - g. Once password has been updated, return to <https://www.compass.state.pa.us/cwis/public/home>
 - h. Click on "Individual Login"
 - i. Click on "Access my Clearances"
 - j. Log-in with Account I.D. and password
 - k. Click on "Create Clearance Application"
 - l. Click "Begin"
 - m. Click option "Foster Parent" then Click "Next"
 - n. Fill out or update "Applicant Information" then click "Next"
 - o. Fill Out "Current Address" page (Optional to have paper version sent to home)
 - p. Fill out "Previous Address" page then Click "Next" (Only use addresses that you have considered to be permanent addresses. School addresses typically are only temporary and would not need to be included)
 - q. Fill out "Household Members" for people that have lived in previous page addresses with applicant. Click "Next"
 - r. Review then Click "Next"
 - s. Fill out E-Signature then click "Next"
 - t. Click "No" on Application Payment page then click "Make a Payment"
 - u. Enter Payment Information then Click "Pay Now"

- v. **Follow Instructions to print out confirmation number.**
- w. **Results will come back within a few weeks which can be accessed using your log-in information or wait for mailed copy.**

3. FBI Clearance- MUST BE COMPLETED FOR INDIVIDUALS IN THE HOUSEHOLD 18 YEARS AND OLDER (\$22.60)

- a. **Register through the website listed below.**
- b. **Use the service code which applies to the category for which you belong.**
- c. **Fingerprint locations can be looked up through the below website.**
- d. **Once clearances are received by mail, turn them in to agency for approval.**

Appointments to be fingerprinted are not required, but **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/no wait times. In order to pre-register for a FBI background check and/or find a fingerprinting location, applicants should access <https://www.identogo.com/>. IDEMIA uses service codes when identifying the authorized purpose for why an applicant is being fingerprinted. This ensures applicants are processed for the correct purpose and agency. Service codes are a required field for all pre-registrations, and the Department of Human Services' (DHS) codes are provided below. If an applicant does not have a service code, this information will also be available on KeepKidsSafe.pa.gov, under "GET A CLEARANCE." In addition, a service code look-up tool will be available on the PASafeCheck website (uenroll.IdentoGO.com) on 11/28/17 by following the registration question prompts.

Below are the service codes available for applicants applying under the DHS:

Service Code	Applicant Type	Department
1KG71B	Foster Parent	Department of Human Services
1KG72V	Prospective Adoptive Parent	Department of Human Services
1KG76Q	Individual >=18 Years in Foster Home	Department of Human Services
1KG774	Individual >=18 Years in Prospective Adoptive Home	Department of Human Services