

# How do I get the 3 required background checks if I live in Pennsylvania?

Live links can be found at [atlanticcoastconference.net/resources-2/childsafety](http://atlanticcoastconference.net/resources-2/childsafety)

1. You can complete the **Pennsylvania State Police Request for Criminal Record Check** (SP4-164) (\$8 for employees, free for volunteers) online at <https://epatch.state.pa.us/Home.jsp>. You will be able to print the results of this clearance immediately after completion.
2. You can complete the **Pennsylvania Child Abuse History** (CY-113) (\$8 for employees, free for volunteers) online application at <https://www.compass.state.pa.us/CWIS>. You will need to create an account. These results will be sent to you within 2-4 weeks.
3. All actively credentialed leaders as well as volunteers who have not lived in Pennsylvania for the past 10 years will complete the **Federal Bureau of Investigation Fingerprint Record Check** (\$27.50) will be completed in two steps:
  - a. First register and pay online at [https://pa-aps.3m.com/perlpub/registration\\_welfare\\_pci.pl](https://pa-aps.3m.com/perlpub/registration_welfare_pci.pl). At the end of this process you will be prompted to print a receipt of your payment and completed registration.
  - b. Take the printout to a designated fingerprint location (find one at [https://www.pa.cogentid.com/index\\_dpwNew.htm](https://www.pa.cogentid.com/index_dpwNew.htm) under Print Site Locations) and bring along the required ID (find what counts as acceptable ID at [https://www.pa.cogentid.com/index\\_dpwNew.htm](https://www.pa.cogentid.com/index_dpwNew.htm) under Print Site Locations: What to Bring). After having your prints taken, results will be mailed to you within 4-6 weeks.