

How do I get the 3 required background checks as a Pennsylvania resident?

1. You can complete the Pennsylvania State Police Request for Criminal Record Check (SP4-164) (\$22 for employees, free for volunteers) online at <https://epatch.state.pa.us/Home.jsp>. Submit an individual request. 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) (\$13 for employees, free for volunteers) online application at <https://www.compass.state.pa.us/CWIS>. You will need to create an account or login to a previously created one. These results will be sent to you within 2-4 weeks.
3. All staff and 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. All applicants for an FBI check will be required to register online at the Identogo website: <https://uenroll.identogo.com/>.
 - a. The first step in the registration process is entering one's service code to schedule an appointment to have fingerprints taken. The Department of Human Services' (DHS) service code for Pennsylvania volunteers working with children is 1KG6ZJ. The service code for employees fourteen (14) years old or older who have direct contact with children is 1KG756.
 - b. Schedule an appointment for finger printing at a convenient location.
 - c. The cost of the FBI check is \$23.85, payable at the time of fingerprinting.
 - d. Find your nearest Identogo fingerprint locations at uenroll.identogo.com/workflows/111VVQ/locator/location

last updated June 1, 2022 by BM