

**YOU MUST OBTAIN THESE THREE (3) CRIMINAL BACKGROUND CLEARANCES  
BEFORE YOU MAY REGISTER FOR A COURSE CONTAINING A FIELD EXPERIENCE**

**ACT 151 (CHILD ABUSE HISTORY CLEARANCE) - \$10 Fee**

Obtain the form and complete according to the instructions found on-line at <http://www.dpw.state.pa.us/ServicesPrograms/ChildWelfare/003671038.htm>. Mail to the address on the form with money order or cashiers check, and wait for the results to be mailed to you. It may take 4-6 weeks to receive your report. Please be sure to make a photocopy of the completed form along with the money order/check receipt prior to mailing the form. If you do not receive your clearance within six weeks, please contact the Department of Public Welfare at (717) 783-6211.

**ACT 34 (CRIMINAL RECORD CHECK) - \$10 Fee**

You can complete the information on-line\* at <https://epatch.state.pa.us> (Make sure you have a credit card on hand). When completed, click on the "**Certification Form**" button and print the results page with the state seal watermark.

\*If you are unable to complete the online transaction for the Criminal Record Check you may fill out a hard copy (found on the site by clicking on "help" and choosing SP4-164 form) and mail it to the appropriate address listed on form.

It may take 4-6 weeks to receive your record check if you mail in a hard copy for review. If you do not receive your clearance in six weeks, contact (717) 783-9144. It is highly recommended that you complete this application online as you may receive your results within minutes.

**ACT 114 (FBI FEDERAL CRIMINAL HISTORY -FINGERPRINTING) - \$38 Fee (Reg \$36/\$2 copy fee)**

Use the following website for this clearance process: [www.pa.cogentid.com](http://www.pa.cogentid.com). Read all instructions very carefully. All applicants **MUST** register at this website or by phone at 1-888-439-2486 prior to getting the actual fingerprinting done. You must be printed at an "Official Cogent Site" – locations can be found on the Cogent web site. Applicants will be required to pay a fee online with a credit card or at the fingerprinting site by money order or cashiers check. **You must request the paper copy of the FBI Federal Criminal History Record Information, and obtain a Registration Identification Number.** You will need to present this ID number to the hiring entity when you apply for positions in public or private schools in order for them to access your official record. Make sure that you keep careful record of it. It may take 6-8 weeks to receive the paper copy of your clearance, which is an "unofficial" copy for your records only. If you do not receive it in eight weeks, please contact (717) 783-3750, or e-mail PDE at [dewolfgang@state.pa.us](mailto:dwolfgang@state.pa.us). **WE MUST HAVE YOUR REGISTRATION IDENTIFICATION NUMBER AND VIEW THE RESULTS OF YOUR FEDERAL CRIMINAL RECORD CHECK (FBI CLEARANCE) BEFORE YOU CAN REGISTER FOR CLASSES CONTAINING A FIELD EXPERIENCE.**

**YOU MUST SUBMIT PHOTOCOPIES OF THE ACT 151, ACT 34 CLEARANCES, AND PRESENT US WITH YOUR REGISTRATION IDENTIFICATION NUMBER FOR YOUR ACT 114, FBI FINGERPRINTING CLEARANCE. YOU MAY PRESENT THEM IN PERSON OR MAIL TO:**

MILLERSVILLE UNIVERSITY  
FIELD SERVICES OFFICE/STAYER - ROOM 123  
P.O. BOX 1002  
MILLERSVILLE, PA 17551

Your DARS report will list each clearance that has been submitted and is on file in the Field Services Office.

***KEEP A FOLDER OF YOUR ORIGINAL CLEARANCES*** - You may be asked to present your original clearances to the school district in which you are doing your field experience or student teaching assignment. It is not the policy of the Field Services Department to make copies for you from the copies we have on file, so *please keep them in a safe, readily accessible location.*

**\*\*\*FAILURE TO SUBMIT PHOTOCOPIES OF ALL 3 CLEARANCES WILL RESULT IN YOUR NOT BEING ABLE TO REGISTER FOR A COURSE CONTAINING A REQUIRED FIELD EXPERIENCE**