Directions for Obtaining Clearances

The Department of Housing and Residential Programs requires all of their employees to complete the following clearances. The employee must assume responsibility for clearance application fees and completion of the clearance application process in a timely manner.

The Department of Housing and Residential Programs will keep a copy of each clearance. Please do not turn in any original copies of the clearances.

ACT 34 (Criminal Record Check) - $10.00 Fee

1. Complete the information on-line at: https://epatch.state.pa.us (Credit card required).
2. When completed, click on the “Certification Form” button and print the results page with the state seal watermark (this is your official clearance)
3. It is highly recommended that you complete this application online as you may receive your results within minutes. Otherwise, the processing time is approximately 4-6 weeks for a hard copy.

ACT 114 (FBI Criminal History-Fingerprinting) - $28.75 Fee

1. The following website takes you directly to the PA Department of Welfare Cogent website: www.pa.cogentid.com
2. Click on the Department of Public Welfare icon. Under Registration, click on the Register Online Link.
3. Once completed, print out the ID form and visit the nearest location to be fingerprinted. Print site locations can be found on the website. (Telephonic registration through Cogent Systems is available at 1-888-439-2486 Monday through Friday, 8AM to 6PM EST.

ACT 151 (Child Abuse History Clearance) - $10.00 Fee

1. Obtain the form and complete according to the instructions found on-line at: http://www.dpw.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm
2. Scroll down the page and select the CY113 Form.
3. Follow the directions and print out the form. Form must be mailed and accompanied with a $10.00 money order (No cash or personal checks)