

BACKGROUND CLEARANCES

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 cashier's 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/Copy fee \$2)

Use the following website for this clearance process: 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 cashier's 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. 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)

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
Bedford House
P.O. Box 1002
Millersville, PA 17551

****Keep a folder of your ORIGINAL clearances****