

APPLYING FOR BACKGROUND CHECKS

Please read all instructions carefully:

PA STATE CRIMINAL HISTORY RECORD (Act 34) – fee \$10

To request online with credit card: <https://epatch.state.pa.us/Home.jsp>

- Once you submit all of your information and a screen will come up indicating “no record” or “under review”. If it indicates “no record, **you need to click on ‘Certification form’** to obtain the actual clearance. If you see “under review” you will need to wait for the actual clearance to come in the mail
- Processing time – immediate if “no record” or up to 4 weeks if “under review”

To submit a paper form:

- From the web site above, click on “help” and select SP4-164 form
- Print legibly in ink, or type
- Requestor – Your name and permanent address
- Requestor identification – check “individual”
- Reason for request – check “other” and list ‘education’
- Fee - \$10 money order or certified check, payable to Commonwealth of PA
- Send to PA State Police address on the right near the bottom of the form
- Processing time – up to 4 weeks; if you do not receive your clearance in 4 weeks, call (717) 783-9144

PA CHILD ABUSE HISTORY CLEARANCE (Act 151) – fee \$10

To submit, you must complete the form found at

<http://www.dpw.state.pa.us/Resources/Documents/Pdf/FillInForms/DPWchildabuse.pdf>

- Print legibly in ink, or type
- Use your permanent address
- Purpose of clearance – check “school”
- Fee - \$10 money order, payable to Department of Public Welfare
- Send to Childline and Abuse Registry address in the upper left of the form
- Processing time – approximately 6 weeks; if you do not receive your clearance after 6 weeks call (717) 783-6211 #5

FEDERAL CRIMINAL HISTORY RECORD (FBI-Act 114) – Enacted, April 2007

Register online at www.pa.cogentid.com or call 1-888-439-2486. M-F, 8 am to 6 pm

- Must register **prior** to going to the fingerprint site:
****Note: upon entering the cogent web site, you will be prompted to choose a state system, **choose PA**; and also a choice of who you want the clearance from: **All degree nursing students would choose DPW.***
- Fee – \$36 (\$2 processing fee for paper copy) credit card online; or money order, paid at the fingerprinting site, payable to Cogent Systems
- Processing time – approximately eight weeks; if longer than eight weeks, call (717) 783-6211 #6