

Background Clearances Information and Process

The following clearances are required for employment with the Central Susquehanna Intermediate Unit for all positions.

1) Pennsylvania Child Abuse History Clearance - Act 151 (\$10.00 fee)

- Section # 1 – please go to http://www.dpw.state.pa.us/ucmprd/groups/webcontent/documents/form/s_001762.pdf to download the form.
- Follow the instructions on the form. You will need to enclose a \$10.00 money order with this form and postal mail to: Childline and Abuse Registry, Dept of Public Welfare, PO Box 8170, Harrisburg, PA 17105-8170.
- It will take about one month for the Act 151 to be processed and results returned to you from the Department of Public Welfare. At that time you should bring your original clearance to Darlene Dwyer at the Center and she will validate and return the original to you.

2) Request for Criminal Record Check - Act 34 (\$10.00 fee)

The Pennsylvania State Police use a web-based computer application called the Pennsylvania Access To Criminal History (PATCH) at <https://epatch.state.pa.us/Home.jsp>. You must use a credit card to pay the \$10.00 application fee. If no record is found, the clearance will be processed and ePatch will immediately send the clearance electronically.

Note: The results of this clearance will **not** be postal mailed to you. You must return to the ePatch site and print your criminal history check results. You should then make a copy for your records and bring a copy to Darlene Dwyer at the Center

3) FBI Background Fingerprint Clearance – Act 114 (\$33.00 fee)

You **must register** and pay the \$33.00 fee online at www.pa.cogentid.com to start the process. **Register through the Department of Education link.** All Applicants must be registered with Cogent Systems prior to arriving at a fingerprint location. Please check the cogent website under locations

Registration involves collecting pertinent demographic information that is required by law from each applicant. During registration you will also be able to pay electronically for your background check. *Applicants must provide proof of identity upon arrival at the fingerprint center.* Please have your required form of photo identification ready (such as a state issued driver's license, state I.D. card, passport, etc.).

When applicants register they will be instructed as to how they may request an unofficial paper copy of their Criminal History Record Information reports (CHRIs) (Additional \$2.00). Applicants will not have online access to their CHRIs. **Only PDE approved entities that are required to review applicant criminal histories will be given access to this web site. These PDE approved entities will require unique applicant information in order to retrieve a specific applicant's criminal history and review that report in order to make a determination as to the fitness of the applicant to perform work that places the individual in contact with children. CSIU/CSC is an approved entity, so you should send your unique applicant information (number starts with PAE) along with your resume and application to cscresume.csc.csiu.org**

For more information please visit the [Pennsylvania Department of Education's Background Clearance page](#) or the [Cogent Systems Fingerprint Services for Pennsylvania page](#).