

A GUIDE TO PROCESSING CLEARANCES
FBI Fingerprinting, Criminal History, and Child Abuse Clearances

FBI Fingerprinting (\$27.00)

FBI Fingerprinting services are available at these locations in Berks County:

- **Berks County Intermediate Unit** (walk-ins welcome although appointments are accepted)
1111 Commons Boulevard, Reading, PA 19605
610.987.8264
www.berksiu.org (for directions and/or to make an appointment)
- **Mail N Ship 4 U** (walk-ins welcome; no appointment necessary)
96 Commerce Drive, Wyomissing, PA 19610
610.376.3805
- **Business Link Print Pack and Ship Center** (walk-ins welcome; no appointment necessary)
314 West Main Street
Kutztown, PA 19530
610.682.9575

*Follow the instructions below to have your fingerprints taken at the
Berks County Intermediate Unit (BCIU):*

1. Register with COGENT SYSTEMS online (www.pa.cogentid.com) or over the phone (888.439.2486, Monday – Friday from 8:00 a.m. – 6:00 p.m.) for the clearance for the **Department of Education**. You can also access the Cogent Systems website by logging onto the BCIU website (www.berksiu.org), clicking on “Quick Links,” and selecting “FBI Fingerprinting” from the drop-down menu.
2. After you register with Cogent Systems, either print out the registration number (if you registered online) or write down the registration number (if you registered by phone). *Bring this registration number with you to the fingerprint site.*
3. You may pay with a credit/debit card before arriving for fingerprinting, either online or by telephone, while registering with Cogent. Another option is paying with a money order (payable to “Cogent Systems”) when you arrive at the fingerprint site. You will be given a separate registration number for making payment with a credit/debit card. *Please bring this payment confirmation number with you to the fingerprint site.*
4. The cost for the FBI clearance is \$27.00.
5. Even though no appointment is necessary to have your prints taken, you do have the option of making an appointment at the BCIU by logging onto the website (www.berksiu.org), going to the “Quick Links” drop-down menu, and clicking on “FBI Fingerprinting.” At the bottom of the page are links to schedule, reschedule, or delete an appointment. You may also call 610.987.8264 to schedule an appointment. If you are unable to keep your appointment, please reschedule or cancel it as soon as possible.
6. Please bring one of the following forms of identification with you to the fingerprint site:

State-issued Driver’s License
US Active Duty/Retiree/Reservist Military ID Card (000 10-2)
US Passport
College-issued Student ID
INS I-551 Resident Alien Card Issued since 1997
INS I-688 Temporary Resident Identification Card
INS I-688B, I-766 Employment Authorization Card

7. A registration ID number (PAE.....) will be provided to you. This number must be presented to Conrad Weiser office personnel in order for us to access your results via the electronic system. Results will be available 24 to 48 hours after your fingerprints are taken.

*Follow the instructions below to have your fingerprints taken at
Mail N Ship 4 U or Business Link Print Pack and Ship Center*

1. Register with COGENT SYSTEMS online (www.pa.cogentid.com) or over the phone (888.439.2486, Monday – Friday from 8:00 a.m. – 6:00 p.m.) for the clearance for the **Department of Education**.
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4. The cost for the FBI clearance is \$27.00.
5. No appointment is necessary at either of these locations.
6. Please bring one of the following forms of identification with you to your fingerprint session:

State-issued Driver’s License
US Active Duty/Retiree/Reservist Military ID Card (000 10-2)
US Passport
College-issued Student ID
INS 1-551 Resident Alien Card Issued since 1997
INS I-688 Temporary Resident Identification Card
INS I-688B, I-766 Employment Authorization Card

7. A registration ID number (PAE.....) will be provided to you. This number must be presented to Conrad Weiser office personnel in order for us to access your results via the electronic system. Results will be available 24 to 48 hours after your fingerprints are taken.

Pennsylvania State Police Request for Criminal History Record Check
(No Charge for Volunteers)

The quickest way to process this clearance is online at <https://epatch.state.pa.us>. In most cases, you should receive instantaneous results if no record exists. If you do not have access to a computer, you should complete and mail the attached Pennsylvania State Police Request for Criminal Record Check (Volunteer Only) form to the Pennsylvania State Police at the address listed on the right side of the form. **Please note, however, that requesting this clearance by mail will result in a significant delay of several weeks. Therefore, it is recommended that you utilize the on-line request process.**

NOTE: The District cannot accept volunteer clearances for employment purposes.

Pennsylvania Child Abuse History Clearance
(No charge for Volunteers)

The quickest way to process this clearance is online at www.compass.state.pa.us/cwis. Once you log onto the site, it will be necessary for you to create a new account to process your application. Email notification will be received within 14 days of your application regarding the results of the search. The certificate will be available on-line, as well as through a hard copy mailed directly to the address indicated on your account if you elect this option.

If you do not have access to a computer, complete the attached Pennsylvania Child Abuse History Clearance. Under **Purpose of Clearance**, check **Volunteers**. **Contrary to what's indicated on the form, you DO NOT have to attach a copy of your processed Request for Criminal Record.**

- Mail the application to ChildLine and Abuse Registry, Department of Public Welfare at the address listed on the top left hand corner of the form. **Please note, however, that requesting this clearance by mail will result in a significant delay – up to four to six weeks. Therefore, it is recommended that you utilize the on-line request process.**
- In the alternative, you can also deliver the application to Senator Judy Schwenk's office at 210 George Street, Muhlenberg Township (610-929-2151). Generally, by having Senator Schwenk's courier deliver your clearance application, results will be received within one to two weeks.

If you have any questions, please contact Nancy Flory at 610-693-8545.

**PENNSYLVANIA STATE POLICE
REQUEST FOR CRIMINAL RECORD CHECK
VOLUNTEER ONLY**

1-888-QUERYPA (1-888-783-7972)

This form is to be completed in ink by the requester – (information will be mailed to the requester only). If this form is not legible or not properly completed, it will be returned unprocessed to the requester. *A response may take four weeks or longer.*

**TRY OUR WEBSITE FOR A QUICKER RESPONSE
<https://epatch.state.pa.us>**

REQUESTER NAME	
ADDRESS	
CITY/STATE/ ZIP CODE	
TELEPHONE NO. (AREA CODE)	

FOR CENTRAL REPOSITORY USE ONLY CONTROL NUMBER
AFTER COMPLETION MAIL TO: PENNSYLVANIA STATE POLICE CENTRAL REPOSITORY – RCPU 1800 ELMERTON AVENUE HARRISBURG, PA 17110-9758

SUBJECT OF RECORD CHECK				
(FIRST)	(MIDDLE)	(LAST)		
MAIDEN NAME AND/OR ALIASES	SOCIAL SECURITY NUMBER	DATE OF BIRTH (MM/DD/YYYY)	SEX	RACE
VOLUNTEER'S AGENCY/ORGANIZATION (MANDATORY)		TELEPHONE NUMBER		

The Pennsylvania State Police response will be based on the comparison of the data provided by the requester against the information contained in the files of the Pennsylvania State Police Central Repository only.

By signing this form, I verify that I am submitting this request for criminal history record information in connection with my status as an unpaid volunteer. I understand that the \$8 fee is being waived because of my status as an unpaid volunteer.

REQUESTER SIGNATURE (*Signature required for processing*)	DATE
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WARNING: 18 Pa.C.S. 4904(b) UNDER PENALTY OF LAW - MISIDENTIFICATION OR FALSE STATEMENTS OF IDENTITY TO OBTAIN CRIMINAL HISTORY INFORMATION OF ANOTHER IS PUNISHABLE AS AUTHORIZED BY LAW.

PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

COMPLETE SECTION 1 ONLY. Print clearly in ink. Enclose \$10.00 money order ONLY, payable to DEPARTMENT OF PUBLIC WELFARE. **DO NOT send cash or personal check.**
 Send to CHILDLINE AND ABUSE REGISTRY, DEPARTMENT OF PUBLIC WELFARE, P.O. BOX 8170 HARRISBURG, PA 17105-8170
APPLICATIONS THAT ARE INCOMPLETE, ILLEGIBLE OR RECEIVED WITHOUT FEE WILL BE RETURNED UNPROCESSED. IF YOU HAVE QUESTIONS CALL 717-783-6211, OR (TOLL FREE) 1-877-371-5422.

CHILDLINE USE ONLY

DATE RECEIVED BY CHILDLINE

SECTION I

APPLICANT IDENTIFICATION

IN THIS SPACE PRINT APPLICANT'S FULL NAME AND ADDRESS (DO NOT USE INITIALS)

NAME

STREET

CITY, STATE
ZIP CODE

SOCIAL SECURITY NUMBER

AGE

DATE OF BIRTH

DAYTIME PHONE NO.

SEX

M F

COUNTY YOU LIVE IN

Disclosure of your Social Security number is voluntary. It is sought under 23 Pa.C.S. §§ 6336(a)(1) (relating to Information in statewide central register), 6344 (relating to Information relating to prospective child care personnel), 6344.1 (relating to Information relating to family day-care home residents), and 6344.2 (relating to Information relating to other persons having contact with children). The department will use your Social Security number to search the statewide central register to determine whether you are listed as the perpetrator in an indicated or founded report of child abuse.

PURPOSE OF CLEARANCE (Check ONE block ONLY)

- Child Care Services Employee
- Foster Care Adoption School Employee
- Employment with a significant likelihood of regular contact with children
- Volunteers - ~~A copy of your PROCESSED Request for Criminal Record (Form SP4-164) must be attached.~~ Out-of-state residents must also attach a copy of their PROCESSED FBI clearance (Form FD-258).
- DPW Employment & Training Program Participant
(signature required below)

**PREVIOUS NAMES USED SINCE 1975
(Include Maiden Name, Nicknames, Aliases)**

1. (LAST, FIRST, MIDDLE)
2. (LAST, FIRST, MIDDLE)
3. (LAST, FIRST, MIDDLE)
4. (LAST, FIRST, MIDDLE)
5. (LAST, FIRST, MIDDLE)

SIGNATURE OF OIM/CAO REPRESENTATIVE

OIM/CAO PHONE NUMBER

PREVIOUS ADDRESSES SINCE 1975 (Attach additional pages if necessary)

- 1.
- 2.
- 3.
- 4.

HOUSEHOLD MEMBERS (List everyone who lived with you at any time since 1975 to the present)

NAME (Last, First, Middle) Do not use initials.	RELATIONSHIP	PRESENT AGE	SEX
1.			
2.			
3.			
4.			
5.			
6.			

I certify that the above information is accurate and complete to the best of my knowledge and belief and submitted as true and correct under penalty of law (Section 4904 of the Pennsylvania Crimes Code).

Applicants are required to show the administrator the original document. Administrators are required to keep a copy of this child abuse history record on file. Any person altering the contents of this document may be subject to civil, criminal or administrative action.

APPLICANT'S SIGNATURE

DATE

DO NOT WRITE IN THIS SECTION - CHILDLINE USE ONLY

SECTION II		RESULTS OF HISTORY CHECK	
<input type="checkbox"/> APPLICANT IS NOT LISTED IN A REPORT OF CHILD ABUSE OR A REPORT FOR SCHOOL EMPLOYEE.		<input type="checkbox"/> APPLICANT IS LISTED IN A REPORT OF CHILD ABUSE OR A REPORT FOR SCHOOL EMPLOYEE (SEE BELOW).	
STATUS OF REPORT	DATE OF INCIDENT	STATUS OF REPORT	DATE OF INCIDENT
1.	-	3.	-
2.	-	4.	-
_____ VERIFIER		_____ DATE	
_____ DATE		_____ VERIFIER'S SUPERVISOR	
_____ DATE		_____ DATE	

SECTION III	VOLUNTARY CERTIFICATION FOR CHILD CARE SERVICES
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_____ has requested a certification which includes a clearance of his/her name against the child abuse, school employee, and criminal history reports.

The results of the child abuse and school employee report clearances are listed in Section II on the reverse side. The results of the criminal history reports are listed below. Out-of-state residents must have criminal history clearance from both the Pennsylvania State Police and the FBI. The voluntary certification may be obtained every two years.

It is the responsibility of parents and guardians to review this information to determine the suitability of the applicant as a substitute caregiver.

PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

- Applicant is named as the perpetrator of a **founded** child abuse or school employee report which occurred in the last five years.
- Applicant is named as the perpetrator of a **founded** child abuse or school employee report which occurred over five years ago.
- Applicant is named as the perpetrator of an **indicated** child abuse or school employee report.
- Applicant is not named as the perpetrator of any child abuse or school employee report contained in the Statewide Central Register.

PENNSYLVANIA STATE POLICE CLEARANCE
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- Record exists and contains convictions which prohibit hire in a child care position. Report attached.
- Record exists, but convictions do not prohibit hire in a child care position. Report attached.
- Record exists, but no convictions are shown. This does not prohibit hire in a child care position. Report attached.
- No record exists. Report attached.

FBI CLEARANCE

- Record exists and contains convictions which prohibit hire in a child care position. Report attached.
- Record exists, but convictions do not prohibit hire in a child care position. Report attached.
- Record exists, but no convictions are shown. This may not prohibit hire in a child care position. Report attached.
- No record exists. Report attached.
- No FBI clearance required.

_____ VERIFIER		_____ DATE		_____ VERIFIER'S SUPERVISOR		_____ DATE	
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**DIRECTIONS TO COMPLETE THE
PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE APPLICATION:**

1. Applicants are to complete Section I only.
2. Type or print clearly and neatly in ink only.
3. The space for the applicant's name must be the applicant's full legal name. An initial is not acceptable for a first name. The address listed must be applicant's current home address. This is also where the results of the clearance will be mailed.
4. The applicant's Social Security number is voluntary. If filling in the Social Security number please fill in the entire Social Security number.
5. Age – Fill in the applicant's current age.
6. Date of Birth – Fill in the applicant's date of birth (Example: 01/22/1990).
7. Daytime Phone Number – Fill in the number for where the applicant can be reached in the event that there are questions about the information on the application.
8. Sex – Check the appropriate box for male or female.
9. County You Live In – Fill in the name of the county where you reside (this should be the county for the address that the applicant filled in the space on the left of this section).
10. **Purpose of Clearance** – Do not check more than one block:
 - a. Check the Child Care box if planning to work in a day care or child care setting.
 - b. Check the Foster Care box if applying as a prospective foster parent.
 - c. Check the School Employee box if seeking to have involvement within a school (public, private, vocational, or technical) for employment or volunteer purposes OR check this box if a child abuse clearance is needed due to enrollment in an educational program such as a nursing school or technical program.
 - d. Check the Adoption Block if in the process or planning to adopt a child.
 - e. Check Employment With A Significant Likelihood of Regular Contact With Children if NONE of the other options relate to why a child abuse clearance is needed.
 - f. Check the Volunteers box if performing a service (paid or unpaid) for organizations such as Big Brothers/Big Sisters, Boy Scouts, Little League, or churches. ~~As noted on the form, if the Volunteer box is checked, the applicant must also attached A COPY of the RESULTS from their PA State Police Criminal History Record Check. Do not send original criminal record results because the original cannot be returned.~~ If the applicant is not a current Pennsylvania resident, the applicant must also attach a copy of their FBI Criminal History results obtained within the past year.
 - g. Check the DPW Employment & Training Program Participant box if the applicant is participating in a Department of Public Welfare employment and training program through a county assistance office, or CAO, or the Office of Income Maintenance, OIM. The signature **AND** phone number of the CAO or OIM representative is required.
11. Previous Names Used Since 1975 - The applicant must list any and all full legal names that they have ever had since 1975. This includes maiden names, aliases and also known as (aka) names.
12. Previous Addresses Since 1975 - List all addresses where the applicant has resided since 1975. The applicant can attach an additional sheet of paper with all of the addresses listed if necessary. If the applicant cannot remember the exact mailing addresses since 1975, filling in as much information as possible about the location will be acceptable.
13. Household Members - Include anyone that the applicant lived with since 1975 (parents, guardians, siblings, children, spouse (ex), paramour, friends, etc.). If the applicant was under the age of 18 in 1975 this section must include other household members who lived with the applicant or with whom the applicant lived. Please note the household member's relationship to the applicant, their age (to the best of your knowledge) and their sex. Applications where this section is left blank will be rejected and returned to the applicant.
14. Applications must be signed and dated. Applications that are not signed and dated will be rejected and returned to the applicant.
15. ~~Enclose a \$10.00 money order for each application. No cash or personal checks will be accepted. Agency or business checks are acceptable.~~ *No charge for volunteer service.*
16. Do not send any postage paid return envelopes for us to return your results. Results are issued through an automated system generated mailing process.

Note: Clearance results will be mailed to you within 14 days from the date that the clearance is received in our office. Failure to comply with the above instructions will cause considerable delay in processing the results of an applicant's child abuse clearance.