



Kutztown Area School District

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~ *Maximize potential, embrace change, create the future* ~

A GUIDE TO OBTAINING CLEARANCES

*Child Abuse History Certification | Pennsylvania State Criminal Background History |
FBI Fingerprint Clearance*

PENNSYLVANIA CHILD ABUSE HISTORY CERTIFICATION

You may obtain your Child Abuse History Certification in one of two ways:

Online through Pennsylvania's Child Welfare Portal

This method is the most expedient in terms of obtaining results and *the method encouraged by the Department of Welfare* so that your results may be verified online. This method will require a credit/debit card payment. **The cost of the clearance is \$8.00 (fee does not apply to volunteers).**

PLEASE MAKE SURE TO SPECIFY 'VOLUNTEER' - IF THAT APPLIES TO YOU.

In your internet browser, type www.compass.state.pa.us/cwis

- Select "Create Individual Account" (if you have not created an account previously)
- General Information will be shared
 - Scroll to the bottom of the page and click "Next"
- Profile Information will be requested (enter information)
 - Enter requested information and click "Finish"
- Check your email account for your temporary password
- Log in to the Child Welfare Portal again and click "Login"
- Select "Access My Clearances"
 - Read about the website and disclosure of personal information
 - Scroll to the bottom of the page and click "Continue"
- Enter your Keystone Key username and password (copy and paste your password from your email account)
 - Click "Login"
- Set your Permanent Password
 - Click "Submit"
 - Click "Close Window"
- Log in to the Child Welfare Portal with your new password
- Review the Terms and Conditions
 - Click on "I have read, fully understand and agree to the My Child Welfare Account Terms and Conditions"
 - Click "Next"
- Review the "Disclosure of Personal Information"
 - Click "Continue"

- Click “Create Clearance Application” – The information you will need:
 - Addresses where you have previously lived since 1975
 - Names of all individuals with whom you have lived to include parents, guardians, siblings, spouses, etc. since 1975
 - Any previous names you have used, or have been known by legally (i.e., maiden name, previous married name, birth name prior to adoption, etc.)
 - Credit/debit card information for an \$8.00 application fee (*does not apply to volunteers*)
- Click “Begin” found at the bottom of the page
- On the Application Purpose page
 - Click “School Employment” if employee, or paid coach
 - OR** ○ Click “Volunteer” if volunteering for KASD (volunteer coaches included)
 - Click “Next”
- Enter your “Applicant information”
- Enter your “Contact information”
 - Scroll down to the bottom of the page and click “Next”
- Enter current address, mailing address and certificate delivery method
 - Click “Next”
- Add previous addresses
 - Click “Next”
- Add Household Members
 - Click “Next”
- Review your “Application Summary”
- Enter your “Application Payment”
 - Click “Next”
- Enter your “eSignature”
 - Check the box certifying that the information is correct
 - Enter your name in the signature box
 - Click “Next”
- Application Payment
 - Select “yes” or “no” to the question posed (when “no” is selected, you will be prompted to “Make a Payment”)
- Click “Make a Payment”
 - Enter your credit/debit card information
 - Scroll to bottom of page and click “Pay Now”
- Payment Completed
 - Click “Finalize and Submit Application”
- You will be prompted to check your email for a confirmation notification
 - You may view or check the status of your application from the “PA Child Abuse History Clearance Account” at any time
 - Once your application has been processed, you will receive a notification via email to log in to your account and view the outcome/result of the application
 - If you do not receive an email, contact the ChildLine and Abuse Registry’s Child Abuse History Clearance Unit at 1-877-371-5422

OR

Submit a "Pennsylvania Child Abuse History Clearance form" via the USPS to ChildLine and Abuse Registry, Department of Public Welfare

This method may take up to eight (8) weeks to obtain results and requires an \$8.00 money order.

If not applying for your Child Abuse History Clearance on the internet, clearance forms may be downloaded from the district website, or obtained through the building offices, or the Human Resources Office:

- Go to KASD's website at: www.kasd.org
- Click "Quick Links" (on the left side of the home page)
- Click "Forms and Documents"
- Click "Forms" folder
- Click "Volunteers" folder
- Click "Child Abuse Clearance Form"

In an effort to expedite your "paper" submission (not through the internet), you are encouraged to take your completed clearance form along with your \$8.00 money order to State Senator Judy Schwank's office: 210 George Street, Muhlenberg Township. Phone info: 610-929-2151

Upon receipt of your certification, present your original clearance certificate to the KASD Administration Building for approval by the superintendent, or assistant superintendent. Or, contact your building office for the schedule of when an administrator will be stationed in the buildings to do approvals. For KASD coaches/volunteer coaches, please present your clearance certificate to the Athletic Director for approval with your New Hire packet information.

PENNSYLVANIA STATE POLICE REQUEST FOR CRIMINAL RECORD CHECK

You may obtain your Pennsylvania Criminal Background Clearance in one of two ways:

Online

In most cases, this method results instantaneously. It will require a credit/debit card payment. **The cost of the clearance is \$8.00 (fee does not apply to volunteers).**

PLEASE MAKE SURE TO SPECIFY 'VOLUNTEER' - IF THAT APPLIES TO YOU.

In your internet browser, type **<https://epatch.state.pa.us>**

- Scroll to the "Credit Card Users" section
 - Select "Submit a New Record Check"
- Read the terms and conditions for the use of PATCH
 - Scroll to the bottom of the page and select "Accept"
- Enter the required "Personal Information"
 - Reason for Request: use the drop down arrow and select "School District"
 - Click "Next"
- Personal Information Review (verify the information you entered)
 - Click "Proceed"
- Enter the requested information contained on "Record Check Request Form"
- Click "Enter this Request"
- Click "View Queued Record Check Requests (1)"
- Record Check Request Review
 - Click "Submit"
- Enter Credit/Debit Card Information

- Click "Next"
- Verify Credit/Debit Card Information
 - Click "Submit"
- Record Check Request Results will appear after being processed
 - Click "Control #" to view the details of your record check
- **You MUST click on "Certification Form" to print the certificate for your records (you will not receive a copy in the mail)**
 - Click the printer icon

OR

Submit a "Pennsylvania State Police Request for Criminal Record Check" via the USPS to the Pennsylvania State Police

This method may take up to eight (8) weeks to receive results. This method will require a **\$8.00 money order (fee does not apply to volunteers)**.

If not applying for your Criminal Record Check Clearance on the internet, clearance forms may be downloaded from the district website, or obtained through the building offices, or the Human Resources Office:

- Log into KASD's website at www.kasd.org
- Click "Quick Links" (on the left hand side of the home page)
- Click "Forms and Documents"
- Click "Forms" folder
- Click "Volunteers" folder
- Click "Child Abuse Clearance Form"

Upon receipt of your certification, present your "Response for Criminal Record Check" to the KASD Administration Building. For KASD coaches/volunteer coaches, please present your clearance certificate to the Athletic Director with your New Hire packet information.

FBI CLEARANCE

*IF YOU ARE A **VOLUNTEER / VOLUNTEER COACH**,
please see the Residency Affidavit to know if you qualify to be exempt from the FBI clearance.*

See attached instruction sheet from Identogo Fingerprint Service.

Fingerprint Service Code Form

Service Name: School Districts

To Schedule your ten-minute fingerprint appointment, simply visit <https://enroll.identogo.com> and enter the following Service Code:

1KG6XN

Service Code is unique to your hiring/licensing agency. Do not use this code for another purpose.

Please bring one of the identification documents from the list below to your enrollment appointment.

- Driver's License issued by a State or outlying possession of the U.S.
- Driver's License PERMIT issued by a State or outlying possession of the U.S.
- ID card issued by a federal, state, or local government agency or by a Territory of the United States
- State ID Card (or outlying possession of the U.S.) with a seal or logo from State or State Agency
- Commercial Driver's License issued by a State or outlying possession of the U.S.
- Canadian Driver's License
- Department of Defense Common Access Card
- Employment Authorization Card/ Document (I-766) with Photo
- Foreign Driver's License (Mexico and Canada only)
- Foreign passport
- Military Dependent's Identification Card
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- U.S. Coastguard Merchant Mariner Card
- U.S. Military Identification Card
- U.S. Passport
- Enhanced Tribal Identification Card (for federally recognized U.S. tribes)
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States
- Uniformed Services Identification Card (Form DD-1172-2)
- Photo ID Waiver for Minors and U.S. Social Security Card or Birth Certificate



Don't have access to the Internet? You can still schedule an appointment by calling **844-321-2101**