

Clearance #1) PA State Police Criminal Record Check - This clearance can be requested on-line through the PA Access to Criminal History (PATCH) system at <https://epatch.state.pa.us/Home.jsp>. Click on the New Record Check (Volunteers Only) button. Scroll to the bottom of the page and check the box that you understand the fee is being waived due to your volunteer status and click next. Complete the information, using The Learning Center as Organization name and click next. Verify your information and click proceed. Enter your name as listed on identification, with SSN and birthdate. Then list any aliases/maiden name. Once you've submitted the information, your results will be returned immediately. You may print off this page and turn into the office.

Clearance #2) PA Child Abuse History Clearance - This clearance can be requested on-line at <https://www.compass.state.pa.us/CWIS>. You will first be prompted to create a Keystone ID, then use this ID to log into the system. There will be an option to just receive your clearance electronically or also receive a hard copy in the mail. If you choose to receive it electronically, you will need to sign back into the website about a week later to print off your clearance form.

Clearance #3) FBI Federal Criminal History Record -

Fee: \$23.85 - subject to change; All applicants will now receive an unofficial copy of their report. Fee is payable to IdentoGo.

The fingerprint-based background check is a multiple-step process, as follows:

- 1. Registration** - The applicant must register and schedule an appointment prior to going to the fingerprint site. Walk in service is NOT allowed. Go to the following link to schedule an appointment: <https://calendly.com/iu5fingerprinting/> From this link, select a date, then a time for the appointment. Please note that if there are not times available for a day, that means that the appointments are fully booked for the day and another day will need to be selected. Enter the customer's information and answer the questions on the page. For the email address, be sure that this email address is for the person who will be responsible for also registering the customer with IdentoGO. When finished, click the Schedule Event button – this will trigger a confirmation email that will supply the customer with additional information needed to register with IdentoGO.
- 2.** Refer to the appointment confirmation email provided to register with IdentoGo at <https://uenroll.identogo.com>. Telephonic registration is available at 1-844-321-2101 Monday through Friday, 8am to 6pm EST. During the pre-enrollment process, all demographic data for the applicant is collected (name, address, etc.) along with notices about identification requirements and other important information.
- 3. Service Code** - The PDE Volunteer service code is 1KG6Y3
- 4. Location Stage** - enter the Access Code provided in the confirmation email from the appointment scheduling and click Search. The IU5 location will show below the search box, click Next (please note the hours on IdentoGo's website in this section are not correct. DO NOT SELECT A DATE OR TIME ON THE NEXT SCREEN, CLICK THE WALK IN CHECKBOX AND CLICK SUBMIT. You will need the UE ID Number on the last screen and included in the email received by IdentoGo.
- 5. Payment** - The applicant will pay a fee for the fingerprint service and to secure an unofficial copy of the Criminal History Record. Major Credit Cards as well as Money orders or cashier's checks payable to **IdentoGo** will be accepted on site for the amount indicated in the confirmation email from IdentoGo.. No cash transactions or personal checks are allowed.
- 6. Fingerprint Location –**

Family & Community Christian Association 378 Chestnut St Meadville, PA 16335 814-337-4279	Northwest Tri County Intermediate Unit 252 Waterford St Edinboro, PA 16412 814-734-5610
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- 7. Fingerprinting** - At the fingerprint site the Enrollment Agent (EA) manages the fingerprint collection process. The fingerprint transaction begins when the EA reviews the applicant's qualified State or Federal photo ID before processing the applicant's transaction. Applicants will not be processed if they cannot produce an acceptable photo ID. After the identity of the applicant has been established, all ten fingers are scanned to complete the process. The entire fingerprint capture process should take no more than three to five minutes.

If you have lived in PA for the last 10 years consecutively, then you may sign a sworn statement to this fact in lieu of receiving the FBI clearances. Please ask the office for a copy of this statement.