

HOW TO OBTAIN CLEARANCES

*As of January 1, 2015, all employees with a likelihood of working with children **must have** the following clearances **before** starting work for the County.*

Below clearances are REQUIRED:

1. Child Abuse History Clearance
2. Pennsylvania State Police Criminal Record Check
3. Federal Bureau of Investigation Criminal Background Check

Child Abuse History Clearance: (\$8.00 fee)

1. To submit your application electronically, you will need to go to the Child Welfare Portal website: <https://www.compass.state.pa.us/CWIS>
2. You will then need to create a new individual account, or log-in if you already have one.
3. This will take you through all the steps necessary to create an account.
4. Once your account has been created you will then create a clearance application.
5. Under the application purpose your reason will be:
 - a. Individual 14 years of age or older who is applying for or holding a paid position as an employee with a program, activity or service, as a person responsible for the child's welfare or having direct contact with children: Applying as an employee who is responsible for the child's welfare or having direct contact (providing care, supervision, guidance or control to children or having routine interaction with children" in any of the following in which children participate and which is sponsored by a school or a public or private organization.
6. Enter all other information needed. Once your payment information has been entered your application will be submitted.
7. Once your payment has been submitted, be sure to print your clearance form!!

For questions related to the PA Child Abuse History Clearance, please contact the ChildLine Verification Unit at 717-783-6211 or 1-877-371-5422.

Pennsylvania State Police Criminal Record Check: (\$22.00 fee)

1. To submit your application electronically, you will need to go to the Pennsylvania Access To Criminal History website: <https://epatch.state.pa.us/Home.jsp>
2. Click Submit a New Record Check (requires a credit card).
3. Once you accept the terms and conditions, you will need to click "Individual Request" and continue.
4. Submit all the necessary information, once your payment information has been entered your application will be submitted.
5. Once your application has been submitted, be sure to print your clearance form!!

For questions related to the PA State Police Criminal Record Check, please call 717-783-9973 or 1-888-783-7972.

Federal Bureau of Investigation Criminal Background Check: (\$22.60 fee)

1. The fingerprint-based background check is a multiple step process. To begin the registration process please follow the link to access the IDEMIA System through the Department of Human Services: <https://www.identogo.com/>
2. Click Get Fingerprinted and then Select Pennsylvania as the State. Then click Digital Fingerprinting.
3. Enter 1KG756 as the service code and click GO.
4. From this screen you will be able to schedule an appointment, locate an enrollment center and see a list of documentation that you will need to bring with you.
5. To schedule an appointment:
 - a. Click Schedule or Manage Appointment, go through all the tabs and enter all required information.
 - i. Under Employer, use County of Greene with the address of 93 East High Street, Waynesburg, PA 15370
 - ii. Under Personal Questions, there is no Authorization or Coupon Code that you will use for payment
 - b. Once you select the location, date and time of your appointment, click Submit
 - i. You are able to select "Walk In" as an option, you just might have longer wait times
6. Once you are registered, please print your registration and take it with you to your fingerprint location.
7. Once you visit the fingerprint location, your scanned fingerprints will be electronically submitted to the FBI.

For questions related to the FBI Criminal Background check, please call 844-321-2124.