

HOW TO OBTAIN BACKGROUND CHECKS

- **Act 151 – History of Child Abuse Clearance Statements:**
As of Dec. 31, 2014, requests for clearance statements (now called "certifications") may be made online at <https://www.compass.state.pa.us/CWIS> at a cost of approximately \$13.00. Paper submissions of the clearance statement request form ([CY113 Form](#)) may be accessed via the [Department of Human Services \(DHS\) website](#) and mailed to the ChildLine and Abuse Registry, Pennsylvania Department of Human Services, P.O. Box 8170, Harrisburg, PA 17105-8170.
- **Act 34 – Criminal Record - Pennsylvania State Police Reports:**
Pennsylvania state reports cost approximately \$22.00 and may be secured online using the state police website: <https://epatch.state.pa.us/Home.jsp?sessionMessage>, or by [accessing Form SP4-164](#) on the state police website and mailing the request form to Pennsylvania State Police Central Repository-164, 1800 Elmerton Avenue, Harrisburg, PA 17110-9758. Questions about State Police checks may be directed to 1-888-QUERYPA ([1-888-783-7972](tel:1-888-783-7972)).
- **Act 114- Fingerprinting - FBI Reports:**
To request FBI reports, costing approximately \$28.75. Find application forms and instructions at <https://uenroll.identigo.com> and use the service code: 1KG6XN or by calling [1-844-321-2101](tel:1-844-321-2101).
- **Act 168- Sexual Misconduct/Abuse Disclosure Release:**
ALL current and former employers that were school entities and/or where the applicant had direct contact with children need to complete the "Sexual Misconduct/Abuse Disclosure Release" form. For more information regarding Act 168, please visit: https://www.portal.state.pa.us/portal/server.pt/community/basic_education_circulars/7497.

Below are links to required trainings. If you completed the Suicide Awareness training, you do not need to update that training yet. The Child Abuse Awareness Training link is through a new source. If you have questions on when your next training is due, please contact Mrs. Housler in the District Office.

Child Abuse Awareness Training (3hrs) <https://www.reportabusepa.pitt.edu/>

Suicide Awareness Training <http://sptsuniversity.org/>

(Employees can sign up individually. Completion certificates need sent to District Office)

Sincerely,