

## Federal Bureau of Investigation Criminal Record Check

Instructions for completion:

1. Navigate to the [uenroll.identogo.com](https://uenroll.identogo.com).
2. Enter Code: **1KG756**. (this is the code that must be entered for a Pennsylvania State for fingerprinting pertaining to ACT 153 ACT 31)
3. Select **Schedule or Manage Appointment** tab from the options
4. Complete the application according to the directions on each section, including selection of a site location and payment information.
5. YOU WILL RECEIVE A CONFIRMATION EMAIL. You will need to take the confirmation email along with identification documentation (example: valid driver's license) to the testing center on the day of your appointment.
6. Do not contact Identogo Systems or the fingerprint site after your fingerprints have been submitted. **Processing takes 2-3 weeks. If you do not receive your results in 2-3 weeks, call (855)845-7434 or visit uenroll.identogo.com.**
7. An original paper copy of the results will be mailed to your home. Please keep a copy of the original for your records.
8. You will be notified in a confidential manner if a charge appears on your report.



**pennsylvania**  
DEPARTMENT OF HUMAN SERVICES

[REDACTED] PA [REDACTED]

SSN: XXX-XX-[REDACTED]  
TCN: [REDACTED]

Your Federal Bureau of Investigation (FBI) fingerprint based record check has been processed in accordance with Public Law 92-544 and the Child Protective Services Law (Title 23, Pa C.S. Chapter 63). The following is the result of your federal criminal history background check as of 10/30/2015.

- NO RECORD EXISTS**
- RECORD EXISTS**, but conviction(s) does not prohibit hire in a childcare position according to the Child Protective Services Law.
- RECORD EXISTS**, but no conviction(s) is shown. This does not prohibit hire in a childcare position according to the Child Protective Services Law.
- DISQUALIFICATION** – Record exists and contains a conviction(s) that is grounds for denying employment in a childcare position according to the Child Protective Services Law.

If you are questioning the accuracy of this response, please submit court documents to support your position. You may request a copy of your record from one year following receipt of verification by making a written request to the address listed above. Applicants are encouraged to provide this verification to the prospective employer immediately upon receipt.

Sincerely,

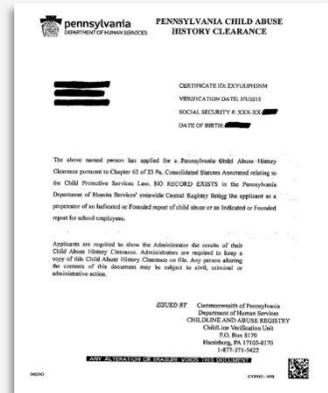
Cindi E. Horshaw, Acting Bureau Director  
Bureau of Policy, Programs and Operations

## ACT 33 – PENNSYLVANIA CHILD ABUSE CLEARANCE INFORMATION

In order to comply with Pennsylvania legislation (ACT 153), your position requires that you secure a new **Act 33 Pennsylvania Child Abuse History Clearance** every 36 months.

You are required to provide original documentation of this clearance **by the expiration date provided to you by Human Resources**. Due to this stringent timeline, you are required to initiate the process to obtain this clearance as soon as possible. Failure to provide this information within the specified time frame or unsatisfactory and/or discrepant results may disqualify you from further employment, up to and including termination.

Once you receive your official Act 33 Child Abuse Clearance, you will be required to provide this to your Human Resources office or to your department manager.



*This is an example of the Act 33 Pennsylvania Child Abuse History Clearance*

### ACT 33- PA Child Abuse Clearance Application Instructions

The cost of this clearance is \$8.00 and must be paid via credit or debit card through the online application process. No cash or personal checks will be accepted. Carefully review the following information:

- Go to <https://www.compass.state.pa.us/cwis/public/home> and select **Create Individual Account**
  - For the best results, please access the website using Google Chrome. If you do not have Google Chrome on your computer, it can be downloaded from <https://www.google.com/chrome>
- Create a **Keystone ID** account
  - This account will be used to check the status of your clearance application and for future website use
  - Once created, you will receive an email confirmation and temporary password; you must wait to receive this information before moving forward with your application
  - Click on the **Child Welfare Portal** link within your email
- Select **Login**
- Select **Access My Clearances**
- Select **Continue** after scrolling down to the bottom of the page
- Re-enter your Keystone ID and temporary password; you will then be prompted to create a permanent password
- Once your permanent password is created, you will be redirected back to the login page; enter your new password and Keystone ID
- Agree to the **Terms and Conditions**
- Scroll to the bottom of the page and click **Continue**
- Select **Create Clearance Application**
- Follow the instructions outlined on the website to complete the application
  - Select **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** as the purpose
- After submitting payment information, select **Finalize and Submit Application**

**What are the next steps of the process after I submit my application?**

- You will receive a confirmation email once your application has been successfully submitted.
  - Please save this confirmation email for your personal records as proof of submission.
- The PA Department of Human Services will process your application and you will receive an email notification of the outcome within 14 days. You can review the submitted application at any time through your Child Welfare Account login.
- Once you receive email notification of your completed application, please follow the instructions to provide a copy to Human Resources or your department manager.

If have trouble accessing the Child Welfare Portal website at any point, please contact the CWIS Support Center at 1-877-343-0494 between 8:30 a.m. and 4:45 p.m., Monday through Friday.



# PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

00180518720010101

[REDACTED]  
[REDACTED]  
[REDACTED] PA [REDACTED]

CERTIFICATE ID: [REDACTED]

VERIFICATION DATE: 8/9/2015

SOCIAL SECURITY #: XXX-XX [REDACTED]

DATE OF BIRTH: [REDACTED]

The above named person has applied for a Pennsylvania Child Abuse History Clearance pursuant to Chapter 63 of 23 Pa. Consolidated Statutes Annotated relating to the Child Protective Services Law. NO RECORD EXISTS in the Pennsylvania Department of Human Services' statewide Central Registry listing the applicant as a perpetrator of an Indicated or Founded report of child abuse or an Indicated or Founded report for school employees.

Applicants are required to show the Administrator the results of their Child Abuse History Clearance. Administrators are required to keep a copy of this Child Abuse History Clearance on file. Any person altering the contents of this document may be subject to civil, criminal or administrative action.

*ISSUED BY* Commonwealth of Pennsylvania  
Department of Human Services  
CHILDLINE AND ABUSE REGISTRY  
ChildLine Verification Unit  
P.O. Box 8170  
Harrisburg, PA 17105-8170  
1-877-371-5422

**ANY ALTERATION OR ERASURE VOIDS THIS DOCUMENT**



Wills Eye Hospital

**To: New Employee/Volunteer**  
**From: Cynthia C. Farano, PHR**  
**Chief Human Resources &**  
**Compliance Officer**

**Subject: Criminal Background Check Instructional Guide**

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Wills Eye Hospital requires that all newly hired employees/volunteers complete a series of State and Federal criminal background checks prior to their start date. Each employee/volunteer is responsible for obtaining and submitting the clearances to the Department of Human Resources in order to begin working at Wills Eye Hospital. All costs associated with obtaining the following materials will be reimbursed by the Department of Human Resources.

The following clearance materials are required for all newly hired employees:

- I. Pennsylvania State Police Criminal Record Check
- II. Federal Bureau of Investigation (FBI) Fingerprint Based Record Check
- III. ChildLine: Pennsylvania Child Abuse History Clearance

## **1. PENNSYLVANIA STATE POLICE CRIMINAL RECORD CHECK**

### **(\*\*Individual Request\*\*)**

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The Pennsylvania Access to Criminal History (PATCH) web site is available for registered and non-registered users wishing to obtain their criminal history information. Users must agree to abide by all sections of the Criminal History Record Information Act and all terms stated forthwith.

There is a \$22.00 fee for each request made, regardless of outcome. Payment is accepted by credit card or by billing a pre-established account. Customers will be charged for misspelling, duplicate submissions and other user errors.

All customers must have a valid email address in order to receive criminal history information from the PATCH administrators. Employees should refer to <https://epatch.state.pa.us/> for further instructions on how to obtain the **Pennsylvania State Police Criminal Record Check**.

Example 1

# Pennsylvania State Police

1800 Elmerton Avenue  
Harrisburg, Pennsylvania 17110

## Response for Criminal Record Check

[REDACTED]

[REDACTED]

TO WHOM IT MAY CONCERN:

THE PENNSYLVANIA STATE POLICE DOES HEREBY CERTIFY THAT:

Name: [REDACTED]  
Date of Birth: [REDACTED]  
Social Security #: [REDACTED]  
Sex: [REDACTED]  
Race: [REDACTED]  
Date of Request: [REDACTED]  
Purpose of Request: Healthcare

Maiden Name and/or Alias (1) [REDACTED] (2)  
(3) [REDACTED] (4)

\*\*\* HAS NO CRIMINAL RECORD IN PENNSYLVANIA BASED ON A CHECK BASED ON THE ABOVE IDENTIFIERS - REFER TO CONTROL # [REDACTED] \*\*\*

THE RESPONSE IS BASED ON A COMPARISON OF DATA PROVIDED BY THE REQUESTER AGAINST INFORMATION CONTAINED IN THE FILES OF THE PENNSYLVANIA STATE POLICE CENTRAL REPOSITORY ONLY. PLEASE CONFIRM IDENTIFIERS PROVIDED. POSITIVE IDENTIFICATION CANNOT BE MADE WITHOUT FINGERPRINTS THE PENNSYLVANIA STATE POLICE RESPONSE DOES NOT PRECLUDE THE EXISTENCE OF CRIMINAL RECORDS, WHICH MIGHT BE CONTAINED IN THE REPOSITORIES OF OTHER LOCAL, STATE, OR FEDERAL CRIMINAL JUSTICE AGENCIES.

THE INFORMATION ON THIS CERTIFICATION FORM CAN BE VALIDATED BY ACCESSING THE PENNSYLVANIA ACCESS TO CRIMINAL HISTORY (PATCH) RECORD CHECK STATUS SCREEN <https://epatch.state.pa.us/RCSstatusSearch.jsp> AND SUBMITTING A STATUS CHECK REQUEST THAT CONTAINS THE FOLLOWING - SUBJECT'S NAME (EXACTLY AS INITIALLY ENTERED), CONTROL NUMBER AND DATE OF REQUEST. PATCH WILL FIND AND DISPLAY THE CORRESPONDING RECORD CHECK REQUEST. DETAILS ON THE REQUEST CAN BE VIEWED BY CLICKING ON THE CONTROL NUMBER. YOU WILL BE ABLE TO VERIFY IF THIS REQUEST WAS SENT OUT AS A NO RECORD OR RECORD RESPONSE BY THE PENNSYLVANIA STATE POLICE.

QUESTIONS CONCERNING THIS CRIMINAL RECORD CHECK SHOULD BE DIRECTED TO THE PATCH HELP LINE TOLL FREE AT 1-888-QUERY-PA (1-888-783-7972).

Certified by:

Lieutenant Kevin J. Deskiewicz, Director  
Criminal Records and Identification Division  
Pennsylvania State Police

DISSEMINATED BY: SYSTEM  
07/10/2014 12:30 PM