

## **VOLUNTEERING IN OUR SCHOOLS**

### ***FORMS***

[PA Criminal History and Child Abuse Information / Application - Act 34](#)

[Child Abuse History Clearance - Act 151](#)

[Federal Criminal History Record Application - Act 114](#) or Affidavit

### ***ONLINE SUBMISSION***

#### **Pennsylvania State Police Request for Criminal Records Check - Act 34**

Complete the request on-line at

<https://epatch.state.pa.us/Home.jsp> Print results for your records. Results are NOT sent to you.

#### **Department of Public Welfare Child Abuse History Clearance - Act 151**

Complete the request on-line at

<https://www.compass.state.pa.us/cwis/public/home> Create a new account. You will then enter all of the requested information into the child welfare portal. You may check the status of clearance on-line. When the check is complete, please print for your records. You may also request a paper copy be mailed to you. Results may take up to 3 weeks to receive.

#### **Federal Criminal History Record Information - Fingerprinting - Act 114**

The fingerprint -based background check is a multiple-step process. 1. Applicants must register prior to going to the fingerprint site. Registration is completed on-line or over the phone. Registration is available 24 hours/day, seven days per week at <http://www.pa.cogentid.com>. Telephonic registration is available at 1-888-439-2486 Monday through Friday, 8 am to 6 pm EST.

2. After registration you should print a receipt that will include your registration number that starts with the letters PAE that can then be taken to an authorized fingerprint site to obtain your fingerprints. A list of authorized locations can be found at the website listed above.

3. Once the fingerprints have been completed you may provide the registration # starting with PAE to the school district and results can be retrieved.