

REQUIRED CLEARANCES

Students applying for an Internship or Professional Development Experience (PDE) with a significant likelihood of regular contact with children in the form of care, guidance, supervision or training must obtain FBI, Criminal, and Child Abuse History Clearances.

FBI Clearance

The Department of Public Welfare is utilizing Cogent Systems to process fingerprint-based FBI record checks. The fingerprint-based background check is a multiple step process. The Cogent Systems website www.pa.cogentid.com, allows individuals to apply online, as well as provides detailed information regarding the application process. The cost of obtaining the FBI clearance is \$33.

Criminal Record Check

There are two methods of requesting a Criminal Record Check:

1. Online Request

Using the link below to PATCH, created by the Pennsylvania State Police, a requester can apply for a criminal background check on an individual (in this case, yourself). There is a fee, but the site accepts credit cards. If there is "No Record," a certificate is returned immediately.

<https://epatch.state.pa.us/Home.jsp>

2. Mailing a Request Form

Pennsylvania State Police Criminal History Request Form (SP4-164) is available at:

<http://www.dpw.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm>

One Copy is to be submitted with a money order or certified check for the amount of \$10.00 payable to Commonwealth of Pennsylvania.

Mail to:

Pennsylvania State Police Central Repository - 164
1800 Elmerton Avenue
Harrisburg, PA 17110-9758

Child Abuse History Clearance

This form can be completed digitally, but submitted by mail. Complete **only** Section I of the Pennsylvania Child Abuse History Clearance Form (CY-113) and submit it to the Department of Public Welfare. It is available at: <http://www.dpw.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm>

1. Payment by Money Order

Obtain a money order in the amount of \$10.00 payable to Dept. of Public Welfare. No personal checks will be accepted. Results will be returned directly to you.

Mail to:

CHILDLINE & ABUSE REGISTRY
Dept. of Public Welfare
P.O. Box 8170
Harrisburg, PA 17105-8170

2. Payment by Walk-In Service

You may also use the Department of Public Welfare's *Walk-In* Service to obtain a temporary clearance. The walk-in address is: Harrisburg State Hospital Grounds, 557 Sycamore Drive, Harrisburg, PA 17110. Hours of operation are: 8:30 a.m. to 5:00 p.m. Monday through Friday. The office is closed between 12:00 p.m. - 1:00 p.m. daily for lunch. For more information you may call: 717-783-6211. (*A photo ID and \$10.00 money order is required.*)