

Clearance Info for Employment Purposes

Act 34 – PA Criminal Record Check

Click here: [PA Criminal Record Check](#)

- Select "Submit a New Record Check" (requires a credit card) to complete.
- Follow the instructions through to the Certification Page.
- An email will be sent to you providing a control number. (Please retain the control number to access your results.)
- Return to website [PA Criminal Record Check](#) to retrieve your results
- Select "Check the status of a Record check"
- Enter the control number provided in the email, the date you entered the request, your name as you entered your request.
- Click on the Certification Page and download and/or print.
- Current Employees: Follow the instructions in Comply to complete
- This clearance is due every 5 years

Act 151 – PA Child Abuse History Clearance

Click here: [PA Child Abuse History Clearance](#)

- Create an Individual Account or Login if you already have an account. (Recommend logging into your account so it will populate your previously used clearance application).
NOTE: if you cannot find your login information, contact the Child Abuse Support Center at **1-877-343-0494**
- Complete the clearance request application. NOTE: you will receive an email initially stating your application was submitted. This is not your final result.
- An email will be sent to you indicating your clearances are completed. Following this email, you will need to log into your account to retrieve your results.
- Current Employees: Follow the instructions in Comply to complete
- This clearance is due every 5 years

Act 114 – Federal Criminal History Record (fingerprint)

Click here: [Federal Criminal History Record](#)

- Complete registration online or over the phone: uenroll.identogo.com or 1-844-321-2101
- Use **Employment** Service Code ID: **1KG6XN**
- Select "Schedule or Manage Appointment"
- Be sure to register for the PDE-School Districts (PA Dept of Education)
- Print the registration receipt to take with you to the local fingerprint site - also take along your valid Driver's License or Photo ID.
- Current Employees: Follow the instructions in Comply to complete
- This clearance is due every 5 years

PLEASE NOTE: Within a day or two you should receive an email of your "unofficial" results. The emailed link is only good for a One-time view. Please be sure to download and/or print for your records.