

## Notes for Obtaining Clearances

### **3 Clearances are necessary:**

Save/Print your clearances to a PDF file and email them to: [kenmawrsecretary@comcast.net](mailto:kenmawrsecretary@comcast.net)

- 1) PA Child Abuse History Clearance: <https://www.compass.state.pa.us/CWIS/Public/Home>
- 2) PA Criminal History Background Check: <https://epatch.state.pa.us/Home.jsp>
- 3) FBI Fingerprint Clearance:
  - If you have lived in Pennsylvania for at least 10 years, you can complete the waiver instead of this clearance. [Act 141 Waiver.pdf \(ptsd.k12.pa.us\)](#)
  - If you have not lived in PA for at least 10 years, you must complete this clearance: <https://uenroll.identogo.com/> (The service code is 1KG6ZJ)

### **INSTRUCTIONS FOR CLEARANCES:**

#### **PA Child Abuse History Clearance:**

1. Click "Create Individual Account" and follow the instructions to create your own account. If you have already created an account, click on the "Individual Login" tab and login.
2. Once a login has been created, you will be able to access the system and follow the onscreen prompts to complete the form.
3. Completed clearances can be accessed anytime at the "Individual Login" tab.

#### **PA Criminal History Background Check:**

1. Click on the yellow "New Record Check" icon.
2. A paragraph of text will appear describing the uses of the system. You must check the box at the bottom of the screen which affirms you are qualified to apply as a volunteer. Upon checking the "Volunteer Acknowledgment Section", click "Accept".
3. On the first screen, list the organization as Ken Mawr UP. The volunteer organization phone number is 4123312863.
4. List your name, address and contact information. In order to receive a digital copy of your clearance, you must provide your email address.
5. Click "Next".
6. On the following screen list the name of the person being screened, including all pertinent information. This includes your social security number.
7. Follow the onscreen commands to complete the process.

#### **FBI Fingerprinting Clearance:**

1. Access the website <https://uenroll.identogo.com/> and enter the service code for volunteers which **1KG6ZJ** in the "Enter Code" bar at the top of the screen.
2. Click "Schedule or Manage Appointment".
3. Provide the necessary personal information. Click Next.
4. For "Employer Information" the Church information is as follows:  
Ken Mawr United Presbyterian Church United States 1760 Pine Hollow Rd McKees Rocks PA 15136
5. Enter your citizenship information. Click "Next"
6. Provide the necessary answers to the "Personal Questions", "Personal Info", and "Address" fields.
7. Complete the documents tab. You will need to make scans of your documents (driver license or similar I.D.).
8. You will then schedule an appointment to have your fingerprint scan completed at a verified fingerprinting location.