

WALLINGFORD SWARTHMORE SCHOOL DISTRICT

HUMAN RESOURCES

200 S. PROVIDENCE ROAD, WALLINGFORD, PENNSYLVANIA 19086

PHONE (610) 892-3470 ext. 1405

FAX (610) 892-3497

Instructions to apply for a Child Abuse Clearance:

Go to the website: www.DHS.STATE.PA.US

- ❖ When the page opens up, scroll down on the left side to: “Find a form”. You will then see “Topics related to find a form” then go to “CLEARANCES”. Instructions and links for all three clearances are available on the website.
- ❖ Child Abuse Clearances are now available online!

Instructions to apply for a Criminal Background Check:

Go to the website: <https://epatch.state.pa.us/Home.jsp> - then choose “Submit a New Record Check”

Instructions for applying for an FBI Background Check:

- ❖ Applicant must register for fingerprinting with Cogent Systems by going online to www.pa.cogentid.com or telephone registration 1-888-439-2486 Monday thru Friday, 8AM to 6 PM EST. **Be sure to say you are registering for the PA Dept. of Education** check and have the following information ready when registering: Name, address, social security number, etc. Once registered, please print the registration form and keep in a safe place. After you register, you must go to one of the sites to be fingerprinted, and will need to provide the Transaction Control Number to Human Resources.
- ❖ Fingerprinting sites in Delaware County include:
 - Delaware County Intermediate Unit Service Center, 200 Yale Ave., Morton, PA 19070 You must make an appointment . Call 610-938-9000, Ext. 2027 for questions about the process, and/or hours of operation, or go to their website at www.dciu.org
 - Glen Mills School, Concordville, PA 19331. Call 610-459-8100 if you have any questions about the process, and/or hours of operation.
 - UPS Store in Glen Mills
- ❖ If you live in another county, you may inquire at your local Intermediate Unit or visit the www.pa.cogentid.com website.

Costs for the Clearances

- ❖ Currently, the costs are:

	<u>Volunteer</u>	<u>Employee</u>
-Child Abuse Clearance	No Charge	\$8.00
-Criminal Background Check	No Charge	\$8.00
-FBI Background	*\$27.00	\$27.00

***VOLUNTEERS ONLY: FBI Clearance is not required if you have been a continuous resident of the commonwealth of PA for the last 10 years. If you have not been a continuous resident; then you are required to have an FBI Clearance.**