

# 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.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis)

- ❖ When the page opens up, go to CREATE INDIVIDUAL ACCOUNT
- ❖ Then create a Keystone I.D.

## **Instructions to apply for a Criminal Background Check:**

Go to the website: <https://epatch.state.pa.us/Home.jsp> - then choose either:

- ❖ SUBMIT A NEW RECORD CHECK if you are an employee or a job applicant
- ❖ NEW RECORD CHECK (VOLUNTEERS ONLY) if you are a volunteer

## **Instructions for applying for an FBI Background Check:**

Go to the website: [www.pa.cogentid.com](http://www.pa.cogentid.com) or via telephone at 1-888-439-2486 Monday thru Friday, 8AM to 6 PM

- ❖ Applicant must register through Cogent and must register for the PA Dept. of Education check. Once registered, print the registration form and take with you to one of the sites to be fingerprinted.
- ❖ 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](http://www.dciu.org)
  - Glen Mills School in Concordville
  - UPS Store in Glen Mills
- ❖ If you live in another county, inquire at your local Intermediate Unit or visit the [www.pa.cogentid.com](http://www.pa.cogentid.com) website.
- ❖ After getting fingerprinted, submit either the PROOF OF FINGERPRINT SUBMISSION given to you at the fingerprinting site or the mailed fingerprinting results to:
  - WSSD Human Resources if you are an employee
  - The School's Main Office if you are a volunteer
  - Job Applicants should submit clearances as part of job application

## **Costs for the Clearances**

	<u>Volunteer</u>	<u>Employee or Job Applicant</u>
-Child Abuse Clearance	No Charge	\$8.00
-Criminal Background Check	No Charge	\$8.00
-FBI Background Clearance	\$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 and you have not been convicted of specific crimes in another state . If you have not been a continuous resident; then you are required to have an FBI Clearance.