

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

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

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:

<https://uenroll.identogo.com>

or you may call 844-321-2101 (you will need the service code listed below)

- Once the website opens up, please select “Services by State” and choose PENNSYLVANIA
- Then choose “DIGITAL FINGERPRINTING”
- You will then be asked for a SERVICE CODE.
- **The SERVICE CODE FOR APPLICANTS AND NEW HIRES IS: 1KG6XN**
- **The SERVICE CODE FOR VOLUNTEERS IS: 1KG6Y3**
- Please follow the process from there

Costs for the Clearances

	<u>Volunteer*</u>	<u>Employee or Job Applicant</u>
-Child Abuse Clearance	No Charge*	\$10.00
	*As long as volunteer has not requested a Child Abuse Clearance In the previous 57 months.	
-Criminal Background Check	No Charge	\$22.00
-FBI Background Clearance	**\$21.35	\$22.60

****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.

Revised 4/3/2018