

## Clearance Information Sheet and Act 126 Instructions – Updated Oct 2022

### Clearances are good for 5 years

**\*\*\*Clearances MUST be for EMPLOYMENT purposes only – not volunteer**

Please send or email all your clearance results to Annie Gilbreath Devine at [annie.gilbreath@bviu.org](mailto:annie.gilbreath@bviu.org)

#### **ACT 34 – Pennsylvania Criminal History Check** – <https://epatch.state.pa.us/Home.jsp>

Cost: \$22.00 - Need Help? Call Patch Help Desk at 1-888-783-7972

Go to “New Record” and follow the instructions through to the Certification Page. Once the Search Results Table appears, click on the Control Number. (Write down the Control Number for future reference.) The Record Check Details page is opened. Click on the “Certification Form” to access your official Clearance. The Record Check Details page is only a receipt and not acceptable as a ‘clearance’. Print 2 Certification pages, 1 for your personal file and one for your Personnel File here at the BVIU.

#### **ACT 151 – Pennsylvania Child Abuse Clearance** – <https://www.compass.state.pa.us/CWIS>

Cost: \$13.00 - Need Help? Contact the CWIS Support Center at 1-877-343-0494

Before filling out the clearance form online, you will need to know all your previous addresses where you lived, and all the people you’ve lived with since 1975. This will help save time!

#### **Act 114 – FBI Fingerprints** – Register online: <https://www.identogo.com> **Service Code: 1KG6XN**

**MUST BE REGISTERING UNDER THE DEPARTMENT OF EDUCATION**

Cost: \$25.25 - Payment will be needed at the time of fingerprinting. No cash or personal checks accepted.

Questions: Call 1-844-321-2101, Press 1, then press 6 to talk to someone.

Once registered you can make an appointment to be fingerprinted.

Fingerprinting is done at the Beaver Valley Intermediate Unit.

Hours for fingerprinting are: Monday – Friday 8:30 am – 3:00 pm – **CLOSED FROM 12:00 – 1:00 pm**

If you have any questions, please contact Annie Gilbreath Devine at [annie.gilbreath@bviu.org](mailto:annie.gilbreath@bviu.org) or at 724-774-7800 X 3008

#### **Act 126 – Mandated Child Abuse Reporting Training**

FREE – register at link: [www.reportabusepa.pitt.edu](http://www.reportabusepa.pitt.edu)

Complete the 3 hour online course and send a copy of your certificate to Annie Gilbreath Devine