

THE PRESBYTERY OF SHENANGO

Committee on Preparation for Ministry and Committee on Ministry

Clearance Packet

In accordance with the policies of the Committee on Preparation for Ministry and the Committee on Ministry, you are being asked to complete the following background checks or clearances.

These clearances are to be provided by the candidate and reviewed by one of the aforementioned committees prior to the applicant working in the Presbytery of Shenango.

Required Clearances

Act 34 – Pennsylvania State Police Criminal Record Check - \$10.00

Act 151 – Pennsylvania Child Abuse History Clearance - \$10.00

Act 114 – Federal FBI Criminal History Report (for those who have resided in a state other than Pennsylvania during the past ten [10] years.) - \$27.50

One-third of the cost of the clearances is the responsibility of the candidate, one-third the responsibility of the home church, and one-third will be paid by the requesting committee.

ACT 34 – Pennsylvania State Police Criminal Record Check

Following are the procedures for obtaining the PA State Police background clearance.

Electronic Submission – PATCH

The Pennsylvania State Police established a web-based computer application called “Pennsylvania Access to Criminal History” or PATCH. Using this system, a requestor can apply for a criminal background check on an individual basis.

NON-REGISTERED USERS: Individuals are considered non-registered users. Log onto <https://epatch.state.pa.us> and select “Submit a New Record Check” under credit card users.

Submission of Request on Paper Via US Mail

Applicants can also use Form SP4-164, Pennsylvania State Police Request for Criminal Record Check. Send the completed form with payment to the following address:

Pennsylvania State Police Central Repository- 164
1800 Elmerton Avenue
Harrisburg, PA 17110-9758

FEE: \$10.00 payable to “Commonwealth of Pennsylvania”

(Use attached form or submit online.)

ACT 151 – Pennsylvania Child Abuse History Clearance

Following are the procedures for obtaining the PA Department of Public Welfare Child Abuse History Clearance.

*Note: Indicate **Employment with a significant likelihood of regular contact with children** as the “Purpose of Clearance”.*

Electronic Submission

The Department of Public Welfare has created an online application process. The user must create an account at the following site:

<https://www.compass.state.pa.us/CWIS/Public/Home>

After completing the personal information and paying the \$10.00 fee, applications will be submitted for review. The wait time for a clearance is now 14 days and will be able to be viewed within the user’s account within the online portal after an email notification is sent to the user. Clearances can be printed out from the online account.

Submission of Request on Paper Via US Mail

Applicants can also use Form CY-113 Pennsylvania Child Abuse History Clearance, or download it from the Department of Public Welfare website at <http://www.dhs.state.pa.us/>. Enclose a \$10.00 money order for each application. No cash or personal checks will be accepted.

Send the completed form with payment to the following address:

Childline and Abuse Registry
Department of Public Welfare
P.O. Box 8170
Harrisburg, PA 17105-8170

Clearance results will be mailed within 14 days from the date that the clearance is received.

FEE: \$10.00 payable to “Department of Public Welfare”

(Use attached form or submit online.)

ACT 114 – Federal FBI Criminal History Report

Registration

You must pre-register before going to a fingerprint site. You may pre-register online at <http://www.identogo.com> or call 1-844-321-2101. When your registration is complete, you will receive a registration number. You must bring your registration number with you to the fingerprint site.

Note: You will need to provide a service code when registering. There is a list of codes available at <http://dhs.pa.gov/publications/findaform/childabusehistoryclearanceforms/index.htm>. Most likely, your code will be “1KG756”, (Employee of at least 14 years of age having contact with children).

You will pay at the Fingerprint Site.

You must also bring with you one form of photo ID. The most commonly used form of ID is your current driver’s license.

It will take approximately 4-5 weeks to process your report.

FEE: \$22.60

Fingerprint Site Information

Site 1: Midwestern Intermediate Unit IV

**453 Maple Street
Grove City, PA 16127**

Hours of operation: Monday – Friday, 8 AM to 12 NOON and 1 PM to 4 PM

Closed for lunch 12 NOON to 1 PM

It is not necessary to make an appointment.

The fingerprinting site closes at 3 PM the day before every holiday.

Closed on the following holidays: New Year’s Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day and the Friday after, Christmas Eve, and Christmas Day

Site 2: CCIS of Lawrence County

**1001 East Washington Street, Suite 3
New Castle, PA 16101**

This site is by appointment only: 724-658-8874.