

## Requirements for Criminal Background Checks

### 1. Pennsylvania Criminal History—Cost: \$10

- Available on-line at: <https://epatch.state.pa.us/Home.jsp>
- Register and submit payment (credit card). If you have "No Record", then all you need to do is print the "certification" page. You will only receive something in the US mail if a criminal record is found.

### 2. Child Abuse History Clearance—Cost: \$10

- Form (CY-113) available on-line at:  
[http://www.dpw.state.pa.us/findaform/childabusehistoryclearanceforms/S\\_001087](http://www.dpw.state.pa.us/findaform/childabusehistoryclearanceforms/S_001087)
- Complete form and mail in as instructed on application.
- The Department of Public Welfare will not accept a credit card or personal check for payment— you must submit with a money order of \$10.00. The following are some (local) locations to get a money order, other than the US Post Office or Banks:
  - Turkey Hill
  - Sheetz
  - Weis
  - Walmart
- Helpful Tips:
  - Remember to list your name as FIRST name then LAST name.
  - Remember to use your complete legal address, so that your paperwork can be returned to you in a timely fashion.
  - Under *Purpose of Clearance* - please make sure that **Child Care** is checked
  - Previous Addresses - if you only remember city and state, that is ok
  - Household members - must include those that are deceased - does NOT need to include college roommates, or if they were in a branch of the service - all the servicemen in their unit.
- Certificate will be mailed in 4 to 6 weeks.

### 3. Federal Criminal History/Fingerprinting—Cost: \$30.25

- Must pre-register at [https://www.pa.cogentid.com/index\\_dpw.htm](https://www.pa.cogentid.com/index_dpw.htm)
- You will need a **credit card** to process and pay for your registration.
- Helpful Tips:
  - Remember, you have to register first, then go to a fingerprint location for printing
  - Under "*Reason Fingerprinted*" choose "**Employment with a significant likelihood of regular contact with children**"
  - Print the confirmation screen (this page lists your registration number). Bring with you to actual Fingerprinting session.
  - Must have appropriate ID at time of collection (listed on website as, "What to bring")
- Fingerprinting takes approximately 20 minutes.
- List of fingerprint sites can be found on the website at  
[https://www.pa.cogentid.com/index\\_dpw.htm](https://www.pa.cogentid.com/index_dpw.htm)
- Certificate will be mailed within a week if there is no criminal record.
- If a record exists, there will be a slight delay in getting the certificate.

**Students and visitors are responsible for the fees associated with all background checks.**