

Clearances/Background Checks

Frequently Asked Questions

1. Why do employees have to renew their clearances?

On October 22, 2014, Governor Tom Corbett signed into law Act 153 of 2014 which significantly changes the background check requirements for new and current school employees, contractors and volunteers. The new law requires you to obtain new clearances every 60 months.

2. What clearances are required?

Employees of a Pennsylvania school district are required to have the following clearances on file in Human Resources:

- PA Child Abuse History Certification
- PA State Police Criminal Background Check
- FBI Fingerprinting Clearance (Federal Criminal Record Check)

3. Do Volunteers need clearances?

Yes, volunteers and coaches are required to have the same three (3) clearances listed above. Please note, the state has determined **Volunteers who have lived in Pennsylvania for the past ten (10) consecutive years may complete an [Affidavit](#) in place of fingerprinting.**

4. How do I apply for the clearances?

Click the links below to access the required clearances. Register online for the [Child Abuse History](#) – the clearance will be emailed directly to you within 14 days.


The [State Police Clearance](#) is completed online and the clearance is *instantly* available for you to save and print. Be sure to click the CERTIFICATE link on the site to *print the official certificate with the state seal*. Click [acceptable State Police](#) form with the seal to see example of an official certificate.

Enroll online for **FBI Fingerprinting** through [IdentoGo](#) (**SERVICE CODE REQUIRED***) and make an appointment for fingerprinting at an available location of your choice. ***The Service Code for EMPLOYMENT is 1KG6XN; for VOLUNTEERS, the code is 1KG6Y3.**

IMPORTANT NOTE: Volunteer clearances are NOT acceptable for employment purposes.

Follow instructions on the IdentoGo site. Please note: Payment is made at time of fingerprinting, at the location, by credit card or money order; personal checks and cash are not accepted.

5. Are the clearance/background check websites secure?

Yes, the FBI fingerprinting, PA State Police and Child Abuse History websites are secure as indicated by “https” and the small lock  icon shown in the address bar.

6. I am having trouble with the online sites for background checks. Can Human Resources help me?

Please understand these websites are not under our control and the HR Department is not able to resolve the state's website's issues. Please call the "Contact Us" phone numbers shown below if you have questions about the website.

PA State Police Record Check – Contact the PATCH Helpdesk 1-888-783-7972

Child Abuse History – Contact the CWIS Support Center at 1-877-343-0494

FBI Fingerprinting – Contact the School Services Unit at 717-783-3750

7. How do I submit my clearances to Human Resources?

Submit all three (3) clearances together to HR after you have been fingerprinted.

Print, scan and email your clearances to HumanResources@cbsd.org or fax them to 267-893-5800. An email confirmation will be sent to you if you email your clearances.

Please ***DO NOT*** send links to the clearances as HR does not have the ability to view your clearances by clicking on the link.

If you do not want to email or fax your clearances, you may use district Pony mail, the U.S.P.S., or drop off your clearances in person at the HR office between 8:30 am and 4:00 pm Monday-Friday. ***Please choose only one method – do not submit duplicates.***

Be sure to keep copies of clearances for your records before submitting them to HR!

Due to the number of employees in our district, HR is NOT able to make copies of these documents for you.

8. How much do the clearances cost?

The state periodically adjusts the fees for background checks so it is best to refer to the site for the most up-to-date cost information. The state offers a *slightly* reduced fingerprinting fee for the VOLUNTEER clearance, but please remember, ***a volunteer clearance is not acceptable for employment purposes.***

Effective February 2, 2015, fee includes automatic mailed unofficial copy of results directly to applicant.