

# Clearance Information for Resource Parent Applicants

The information below is related to Background Checks/Clearances for:

- Pennsylvania Child Abuse History Clearances (CY113)
- Pennsylvania Criminal Record Checks (SP4-164)
- Federal Bureau of Investigations (FBI) Criminal Background Checks

## **PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE INSTRUCTIONS**

### **ELECTRONIC SUBMISSION**

Child Abuse History Clearance Online: <https://www.compass.state.pa.us/CWIS>

Creating an account and submitting your clearance application online will give you immediate access to your results or the status of your results if your results cannot be processed immediately.

Organizations who want to set up business accounts must first register for a Business Partner User account using the "Organization Account Access" link on the Child Welfare Portal. Organization accounts will allow businesses and organizations to purchase child abuse history clearance payment codes and distribute those codes to applicants. When an applicant uses a code given to them by an organization, the organization will have access to the applicant's child abuse history clearance results once those results are processed.

### **PAPER SUBMISSION**

Paper submissions of the Pennsylvania Child Abuse History Clearance application will still be accepted for anyone who may not have access to the internet. Submit paper applications to:

**ChildLine and Abuse Registry  
Pennsylvania Department of Human Services  
PO Box 8170  
Harrisburg, PA 17105-8170**

The instructions for how to complete the Pennsylvania Child Abuse History Clearance application are now included on the last page of the application and can be printed for easy reference when completing the application. Failure to comply with the instructions that are attached to the application will cause considerable delay in processing the results.

Once the application is received in the ChildLine and Abuse Registry's Verification Unit, the results of the Pennsylvania Child Abuse History Clearance will be mailed to the applicant's address that was noted on the application within 14 days from the date that the application is received in the ChildLine Verification Unit.

[CY113 form – English Child Abuse Clearance](#)

[CY113 form - Spanish Child Abuse Clearance](#)

For questions related to the Pennsylvania Child Abuse History Clearance, please contact the ChildLine Verification Unit at 717-783-6211 or toll free at 1-877-371-5422.

## **PENNSYLVANIA STATE POLICE CRIMINAL RECORD CHECK INSTRUCTIONS**

Below is the link to the Pennsylvania Criminal Record Check form (SP4-164):  
[Pennsylvania State Police Request for Criminal record Check Form \(SP4-164\)](#)

Applicants can also go to the Pennsylvania Access To Criminal History website and apply for their criminal record check online with the Pennsylvania State Police at:  
<https://epatch.state.pa.us/Home.jsp>

If you have questions about the Pennsylvania State Police Request for Criminal Record Checks form (SP4 164), please call: (717) 783-9973 or toll free 1-888-783-7972.

## **FEDERAL BUREAU OF INVESTIGATION (FBI) CRIMINAL BACKGROUND CHECK INSTRUCTIONS**

Supporting the Commonwealth of Pennsylvania, Identogo Centers are operated by IDEMIA (transitioning from MorphoTrust), the global leader in trusted identities. The fingerprint based background check is a multiple step process. For more information and to begin the registration process, go to <https://www.identogo.com/>

- 1) Select Get fingerprinted in top right corner
- 2) Select a Fingerprinting Service by State: Pennsylvania
- 3) Select Digital Fingerprinting
- 4) Input Service Code: Select from the following
  - Foster parent - 1KG71B
  - Individual >=18 Years in Foster Home - 1KG76Q
  - Adoptive Parent - 1KG72V
- 5) Select Schedule or Manage an Appointment - This will allow you to register.

Once registered you will need to go to a fingerprint location. A location can be identified by providing your zip code at <https://www.identogo.com/locations>

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