

How to Obtain Pennsylvania Child Abuse, Criminal, and FBI Clearances

PA Criminal History Report

The PA Criminal History can be obtained over the internet at:

<https://epatch.state.pa.us/Home.jsp> the cost is \$10 and payable by **credit card**.

Another option is to complete a hardcopy form and submit with a **money order** or **certified check** for the amount of \$10.00. Information and a downloadable form is available at:

<http://www.psp.state.pa.us/psp/cwp/view.asp?A=4&Q=48275>

PA Child Abuse

Information on the PA Child Abuse Clearance can be found at

<http://www.dpw.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm>

You must fill out an application for a child abuse clearance which can be downloaded from the above link. The cost is \$10 and must be submitted by money order.

Federal [FBI] Criminal History Report

Information on the FBI Clearance can be found at:

<http://www.dpw.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm> Click on www.pa.cogentid.com/dpw You will be directed to an external Link Disclaimer. Click 'continue.' You will be directed to *Cogent Systems*. Click on one of the logos for PA Department of Education, PA Department of Public Welfare, or PA Department of Banking. Unless you are obtaining the FBI Clearance for a specific agency, school, or company and have been given specific directions, choose PA Department of Public Welfare [the cost is \$36 versus \$40 if via PA Department of Education] and you will be directed to the Applicant Processing Service page which provides information, locations to obtain fingerprinting, and registration

The applicant must register prior to going to the fingerprint site. Walk in service without prior registration will not be provided at any fingerprinting location. Applicants may register and make their payment online at www.pa.cogentid.com using a credit card or debit card. Money orders or cashiers checks payable to Cogent Systems will be accepted on site for those applicants who do not have the means to pay electronically. No cash transactions or personal checks are allowed. Telephonic registration is available at 1-888-439-2486 Monday through Friday, 8am to 6pm EST. During the registration process, all demographic data for the applicant is collected (name, address, SSN, etc.) there is no data entry required at the fingerprint collection site.