

## Upper St. Clair School District Clearance Information Form for Volunteers

Required Clearance	Instructions	Link to Apply & Contact Information (Please contact specific phone number(s) with any clearance questions)
<p style="text-align: center;"><b>Act 114 FBI Criminal History Report \$27.00 *</b></p>	<p>Volunteer Requirements:</p> <ol style="list-style-type: none"> <li>1. <b>The applicant MUST register PRIOR to going to the fingerprint site.</b> Registration is completed online or over the phone. Registration is available online 24 hours/day, seven days per week at <a href="http://www.pa.cogentid.com">www.pa.cogentid.com</a>. Telephone registration is available at 1-888-439-2486 Monday through Friday, 8 am to 6 pm EST. Make sure you register for the Department of Education FBI clearance.</li> <li>2. <b>The applicant MUST make their payment online at <a href="http://www.pa.cogentid.com">www.pa.cogentid.com</a> using a credit card or debit card PRIOR to going to the fingerprint site.</b></li> <li>3. <b>On the day of the scheduled fingerprinting, all applicants must have:</b> <ol style="list-style-type: none"> <li>a) A valid driver's license or other approved photo ID.</li> <li>b) The confirmation number received upon registration. This number will be used to access employee information.</li> </ol> </li> <li>4. Please retain a copy for your records and <b>email your final results to <a href="mailto:hrvolunteers@uscscd.k12.pa.us">hrvolunteers@uscscd.k12.pa.us</a>.</b></li> </ol> <p><i>* The Act 114 FBI Criminal History Report can be waived if the volunteer is unpaid, can prove that they have lived in Pennsylvania for at least 10 years, and signs an affidavit that they did not commit certain crimes elsewhere. Volunteers who have not resided in Pennsylvania for the past 10 years but have obtained their FBI Criminal History Report since establishing residency are not required to obtain another Report but must provide a copy of it to the District.</i></p>	<p style="text-align: center;"><a href="https://www.pa.cogentid.com/index_pde.htm">https://www.pa.cogentid.com/index_pde.htm</a></p> <p style="text-align: center;">1-888-439-2486</p>
<p style="text-align: center;"><b>Act 34 Pennsylvania Criminal History Check (no charge)</b></p>	<p>This is an online procedure. Click on the following link and go to "Submit a New Record Check." Follow the instructions through to the Certification Page. Once the Search results Table appears, click on the Control Number. Please be sure to retain the control number for your records. Click on the Certification Page to access your official Clearance. The Record Check Details page is only a receipt and not acceptable as a "clearance." You can complete everything online and receive your results immediately. Please retain a copy for your records and <b>email your PA Criminal Clearance to <a href="mailto:hrvolunteers@uscscd.k12.pa.us">hrvolunteers@uscscd.k12.pa.us</a>.</b></p>	<p style="text-align: center;"><a href="https://epatch.state.pa.us/Home.jsp">https://epatch.state.pa.us/Home.jsp</a></p> <p style="text-align: center;">1-888-783-7972</p>
<p style="text-align: center;"><b>Act 151 Pennsylvania Child Abuse History Check (no charge)</b></p>	<p>This is an online procedure. Once you click on the link you will be directed to the Child Welfare Portal where <b>you must create an account or log in if you already have an account.</b> Note: you will need an email address to create an account. 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. Please retain a copy for your records and <b>email your PA Child Abuse Clearance to <a href="mailto:hrvolunteers@uscscd.k12.pa.us">hrvolunteers@uscscd.k12.pa.us</a>.</b></p>	<p style="text-align: center;"><a href="https://www.compass.state.pa.us/cwis/public/home">https://www.compass.state.pa.us/cwis/public/home</a></p> <p style="text-align: center;">1-877-371-5422</p>