

# Background Clearances Information

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A Widener Partnership Charter School administrator must verify the applicant's original clearances before the applicant can be officially hired, volunteer, or be permitted to perform services in our school during the school day.

## 1. PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE INSTRUCTIONS

**COST: \$10.00**

Applicants can received the form from WPCS or print the form online at [http://www.dpw.state.pa.us/ucmprd/groups/webcontent/documents/form/s\\_001762.pdf](http://www.dpw.state.pa.us/ucmprd/groups/webcontent/documents/form/s_001762.pdf)

The form **CANNOT** be submitted electronically via email or online. Once the form is completely filled out it must be mailed to:

ChildLine and Abuse Registry  
Department of Public Welfare  
PO Box 8170  
Harrisburg, PA 17105-8170

## 2. PENNSYLVANIA STATE POLICE CRIMINAL RECORD CHECK INSTRUCTIONS

**COST: \$10.00**

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.

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

**COST: \$28.75**

Applicants may register online at: [www.pa.cogentid.com/index\\_pde.htm](http://www.pa.cogentid.com/index_pde.htm)

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. Registration is completed online or over the phone.

Registration is available online 24 hours/day, seven days per week at [www.pa.cogentid.com](http://www.pa.cogentid.com)  
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.) so there is no data entry required at the fingerprint collection site.

## 4. MEDICAL EXAMINATION AND TB TESTING

**COST: Please see your medical provider for cost.**

Please use the Commonwealth of Pennsylvania: School Personnel Health Record Form.