



All Resource Families are required to obtain the following background clearances. All household members 18 years of age or older, who reside in the home for 30 calendar days or more a year, must also complete. The Resource Family is responsible for all fees related to clearances

Below are instructions on how to obtain the required Clearances online. If you would prefer to submit your clearances by mail, please ask your agency representative for the forms. Links to each of the clearances can also be found on our website www.care4kids.net under the resources tab.

FBI Clearance:

<https://www.identogo.com/locations/pennsylvania>

-Select "Digital Fingerprinting"

-Enter Appropriate Service Code:

- 1KG71B for foster parenting;
- 1KG72V if you're considering adoption;
- 1KG76Q for an individual 18 or older who is NOT one of the prospective parents but is living in a prospective FOSTER CARE home for at least 30 days of a calendar year;
- 1KG774 for an individual 18 or older who is NOT one of the prospective parents but is living in a prospective ADOPTIVE home for at least 30 days of a calendar year;

-Choose "Schedule or Manage an Appointment"

-Choose "Name/Method of Contact"

-Enter all information as required

-Please note: you will need to click "Yes" in answer to the question, "Have you ever used an alias?" if you have a maiden name.

-Click "No" in answer to the question, "Do you have an Authorization Code..."

-When you reach the Documents page, please choose the document you will bring to identify yourself to the fingerprinting site; i.e. if you are bringing your PA driver's license, choose "Driver's License issued by a State or outlying possession of the U.S."

-Search for an enrollment center for your fingerprinting by entering your zip code or allowing the site to identify your location.

-Choose a site and then schedule an appointment or choose walk-in.

-Print the Service Summary page and take it with you to the fingerprinting site you chose along with the identification you elected to bring. Payment is due at time of fingerprinting.

Pennsylvania State Criminal Record Check:

All household members 18 years of age or older, who reside in the home for 30 calendar days or more a year, must complete.

- Go to www.epatch.state.pa.us
- Select the link to Pennsylvania Access to Criminal History
- Select Submit a new record check
- Please be sure to record the date you ran the check, the exact name you used, and the control number they provide you (it will be a number that begins with the letter "R"). If you have any trouble with retrieving the results of your check, we will be able to help you but only if you have all of these pieces of information.

After results are sent to you, please provide a copy to the agency. The agency will need to view the original document(s) as well. You are responsible for all related fees.

For questions regarding your Pennsylvania State Police Clearance, please contact the PATCH Helpdesk at 1-888-783-7972

Pennsylvania Child Abuse History Clearance:

All household members 18 years of age or older, who reside in the home for 30 calendar days or more a year, must complete.



Here is a link to the FAQ for running child abuse history clearances: <https://www.compass.state.pa.us/CWIS/Public/FAQ>. Please review the items in the "Clearance Application section of the FAQ page before beginning your clearances.

The first step to completing your clearance is to create a Keystone ID.

- Go to: <https://www.compass.state.pa.us/cwis/public/home>
- Click: "Create Individual Account," read instructions, then click "Next"
- Create a new Keystone ID – which is a username that you will make up
- In "Keystone ID" box, enter username you would like to use. REMEMBER THIS NAME.
- Fill in the remaining fields, then click "Finish"
- Check your email for the temporary password you were sent.
- Return to site: <https://www.compass.state.pa.us/cwis/public/home>
- Click "Individual Login" then "Access My Clearances" then "Continue"
- Log in using your username and the temporary password emailed to you
- You will be prompted to change your password. Please remember your new password.
- Click "Submit", then close the window
- Log in again using your username and NEW password
- Read and accept terms and conditions, click to signify agreement, then click "Next"
- Read and accept terms and conditions, click to signify agreement, then click "Next"
- Read disclaimers, then click "Next"
- You will have arrived at the "My PA Child Abuse History Clearances" page.

Click on "Create Clearance Application"

Read instructions, then begin.

Notes:

- Please choose "Foster Parent" or "Prospective Adoptive Parent" under "Application Purpose."
- Please DO choose to have a copy of the clearance certificate mailed to you. There is no additional charge.
- You do not have to submit your social security number on the form, but if you do, it might speed up your clearance.
- You will be required to provide information about all of your previous addresses since 1975. If you are unable to remember the exact address, please provide all of the information you do know.

Once you have completed the application, you will review it for accuracy, complete the e-signature, and submit payment. The cost for each clearance is \$8 through June 30, 2018. On July 1, 2018, the cost will increase to \$13.

Your clearance may be ready for you to download immediately. If it is, please save it to your computer and submit it to us. Some clearances take additional time. By law, all child abuse history clearances must be processed no later than 14 days from the receipt of the application. You can use your user name and password to log back into your account at any time to check on the status of your clearances.

After results are sent to you, please provide a copy to the agency. The agency will need to view the original document(s) as well. You are responsible for all related fees.

For questions regarding your Pennsylvania Child Abuse Clearance, please contact the CWIS Support Center at 1-877-343-049