



THE SALVATION ARMY CHILDREN'S SERVICES PROCEDURE FOR OBTAINING BACKGROUND CLEARANCES

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 Record Checks:

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 the Cogent website at www.pa.cogentid.com
- Select the Department of Human Services
- Select Register online
- Register and pay for your clearance online
- After registration, print out your receipt
- Schedule an appointment with a finger print location near you
 - For fingerprint locations:
 - Go to the cogent website at www.pa.cogentid.com
 - Select the Department of Human Services
 - Under Print Site Locations there is information on print locations, and what to bring.

When getting your finger prints, take valid proof of identification such as a driver's license and your receipt. Results of the FBI clearance take 2-4 weeks to process and will be returned to your home address. 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 FBI Clearance, please contact the FBI/ Adam Walsh Unit at 717-783-6211 or 1-877-371-5422

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

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.

- Go to www.compass.state.pa.us/cwis
- Select create an individual account
- Submit your clearance application
- Once submitted, you will have immediate access to your results or the status of your results.

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 1-877-343-0494