

## Obtaining Clearances Step by Step

### PART 1 : PA State Police Criminal Check (Act 34)

Will cost \$10, paid online with a credit card

You will need access to either a printer or have the ability to print to an electronic PDF

Go to <https://epatch.state.pa.us/>

1. Click on 'Submit a New Record Check'
2. Accept the terms and conditions
3. Under Reason for Request, choose 'Volunteer'
4. Follow all directions and fill in all personal information carefully.
5. After submitting your information and receiving your report- print a copy on paper and bring it to Trinity

### PART 2: PA Child Abuse History Clearance (Act 151)

**Report will cost \$10 and will require some processing time.**

Before you begin have the following information readily available to help you complete your application:

- Addresses where you have previously lived
- Names of all those with whom you have lived including parents, guardians, siblings, spouses, etc.
- Any previous names you have used or have been known by (maiden name, etc)

Go to <https://www.compass.state.pa.us/CWIS/Public/Home>

1. Click on 'Create a New Account' then follow all of the steps to register.
2. Wait for email with a temporary password you can use to set up your new account.
3. Create your own clearance application
4. Go through all of the steps listed on the site in order to obtain the clearance.
5. The results will not be available immediately, It may take a few hours or several days depending on the volume of requests at the time of submission. You will receive an email when they are complete and ready to view.
6. Use the link in the email to go back to the site, login under your user name and password, view your results, and print a copy to deliver to Trinity.

## **Part 3: Obtaining a FEDERAL (FBI) CRIMINAL HISTORY REPORT**

Required for ALL paid employees and volunteers who have not lived in PA for the last 10 consecutive years. Fingerprint Info [https://www.pa.cogentid.com/index\\_dpwNew.htm](https://www.pa.cogentid.com/index_dpwNew.htm)

The fingerprint-based background check is a multiple-step process:

1. **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 available online 24 hours/day, seven days per week [www.pa.cogentid.com](http://www.pa.cogentid.com).

This registration will remain open for 90 days. If the registration is not used within 90 days, it will be automatically cancelled and the fee refunded as needed.

2. **The applicant or Trinity will pay a fee of \$25.75** for the fingerprint service and to secure the Criminal History Record. Applicants may make their payment online at [www.pa.cogentid.com](http://www.pa.cogentid.com) using a credit card or debit card. Money orders or cashiers checks payable to 3M Cogent 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.**

3. **The applicant proceeds to the fingerprint site of their choice for fingerprinting.** The location of fingerprint sites may change over time so applicants are encouraged to confirm the site location nearest to their location.

4. The fingerprint transaction begins when the ALO reviews the applicant's qualified State or Federal photo ID before processing the applicant's transaction. A list of approved ID types may be found on the 3M Cogent's website at [www.pa.cogentid.com](http://www.pa.cogentid.com). Applicants will not be processed if they cannot produce an acceptable photo ID.

5. After the identity of the applicant has been established, all ten fingers are scanned to complete the process. The entire fingerprint capture process should take no more than three to five minutes.

6. The applicant's scanned fingerprints will be electronically transmitted to the FBI as required by federal statute.

7. DPW will receive the Federal Criminal History Record from the FBI. DPW's Background Check Unit through ChildLine and Abuse Registry will return the Federal Criminal History Record to the applicant. The Record will be printed on standard 8.5" X 11" paper that when copied will reveal "Void if Copied.". This does not prohibit an employer from copying the applicant's results letter, it is solely a means to verify that it is an official record.

**Do not contact 3M Cogent or the fingerprint site after your fingerprints have been submitted. 3M Cogent does not have the means to give the applicant the status of their background check. Complete processing of their results should take no longer than 4 – 6 weeks. If the applicant does not receive their results from DPW in this time frame, they should call (877) 371-5422.**

8. The applicant will then provide the Federal Criminal History Record to their prospective employer.



**Mechanicsburg  
#0698**

LOCATION CLOSEST TO TRINTY  
**SITE INFORMATION**

Primary Service Location Address	The UPS Store #0698 4900 Carlisle Pike Mechanicsburg, PA 17050
Hours of Operations	Monday – Friday 9:00am - 5:30pm Saturday 9:00am - 1:30pm  Please do not overwhelm the service by sending large groups of applicants to the locations. <b>If you have a large group of applicants to fingerprint, please contact the fingerprint site and plan for their arrival to occur over days and weeks, not hours.</b> The fingerprint site may have a preferred method for handling large groups of applicants.
Telephone Number (Applicant Use)	717-731-0555  Please register <b>BEFORE</b> you arrive for fingerprinting. Registration is available online 24 hours a day seven days per week at <a href="http://www.pa.cogentid.com">www.pa.cogentid.com</a> Telephonic registration through Cogent Systems is available at 1-888-439-2486 Monday through Friday, 8AM to 6PM EST.
Special Instructions for Applicants	Questions regarding the employment and application requirements should be directed to the hiring agency’s human resource department. To determine whether applicants must register under the Department of Aging, the Department of Banking and Securities, the Department of Education, or the Department of Public Welfare, applicants must first talk with their human resources department.

## Acceptable Forms of Identification at Fingerprint Site

### 1. PA Driver’s License

3M Cogent requires current, valid and unexpired picture identification documents. As a primary form of picture identification, a state-issued driver’s license may be presented by an applicant when being fingerprinted.

*For those applicants without a driver’s license, a state identification card may be presented if the state’s identification card standards are the same as for the driver’s license.*

In the absence of a driver’s license applicants may provide one or more **Secondary Documents** including:

- State Government Issued Certificate of Birth
- US Active Duty/Retiree/Reservist Military ID Card (000 10-2)
- Passport
- Social Security Card
- Certificate of Citizenship (N560)
- Certificate of Naturalization (N550)
- INS I-551 Resident Alien Card Issued since 1997
- INS 1-688 Temporary Resident Identification Card
- INS I-688B, I-766 Employment Authorization Card

Secondary Documentation must be supported by at least two of the following:

- Utility Bill (Address)
- Voter Registration Card
- Vehicle Registration Card/Title
- Paycheck Stub with Name/Address
- Cancelled Check or Bank Statement

### Other Fingerprint Locations

The UPS Store #2878  
950 Walnut Bottom Rd  
Carlisle, PA 17015

Family Financial Centers  
2721 Agate Street  
Harrisburg, PA 17110  
717-233-5000