

- **PA State Police Clearance**
 - [Link to State Police Clearance](#)
 - You can apply online and you will receive results immediately and you can print and retain the receipt containing the control number (this starts with the letter "R").
 - The cost of this clearance is \$22 paid by credit card on the website.
 - OR...fill out, print and send this form directly to the Pennsylvania State Police Central Repository-164. Click [HERE](#) for the form for employees.
 - You will need to include a \$22 money order with your form (you should retain your money order receipt until you receive your official clearance).
 - This clearance will be mailed back to the address you provide on the form.
 - This clearance takes, at a minimum, 4 weeks to be returned.
 - The employer will need to see the original and retain a verified copy.
- **Child Abuse Clearance**
 - [Link to Child Abuse Clearance](#)
 - The cost of this clearance is \$10 paid by credit card on the website.
 - This clearance takes, at a minimum, 2-3 weeks to be returned.
 - The employer will need to see the original and retain a verified copy.
- **FBI Fingerprint**
 - [Link to Fingerprint Clearance](#)
 - The cost of this clearance is \$22.60. To schedule your ten-minute fingerprint appointment, simply visit <https://uenroll.identogo.com> and enter the following Service Code: 1KG6XN.
 - OR call 1-844-321-2101.
 - The employer will need UEID # or your full Social Security # to run a report.
- **ACT 168**
 - [Link to Act 168 Form](#)
 - In addition to satisfying pre-existing employment requirements of the Public School Code and the Child Protective Services Law, the hiring entity must require an applicant under consideration for employment in a position where he/she will have direct contact with children to provide contact information for the following:
 - 1. Current employer (regardless of whether the current employer is a school entity or where the applicant is employed in a position that involves direct contact with children);
 - 2. All former employers that were school entities; and 3. All former employers where the applicant was employed in a position that involved direct contact with children.
 - Complete the name and contact information in the top box. Then complete Section 1, **and be sure to sign at the top of the next page.**
 - A separate form must be filled out for each current and former employer. The applicant must also consent to the current/former employer's disclosure of any information regarding abuse and/or sexual misconduct. An applicant for a position involving direct contact with children cannot be hired unless the applicant provides the required information.
- **Arrest/Conviction Report & Certification**
 - [Arrest/Conviction Report & Certification Form](#)
 - This form needs to be filled out and signed (the employer retains the original of this form).

- By signing, you are stating that the information provided on this form is correct and complete.