

PA Child Protection Clearances Help Sheet

January 29, 2015 – Enten Eller, Ambler Church of the Brethren

About the New Law in Pennsylvania:

<http://news.psu.edu/story/338709/2014/12/16/new-law-ushers-expanded-background-checks-reporting-requirements>

Upshot: in addition to mandatory reporting, all employees and volunteers who have contact with children are required to obtain these three clearances every 36 months:

- ▶ PA State Police Criminal Record Check (Form SP4-164)
- ▶ Pennsylvania Child Abuse History Clearance (CY-113)
- ▶ FBI Background Clearance for PA (*not needed for volunteers if PA resident last ten years*)

Helpful overview of all clearances can be found at PA Dept of Human Services (DHS):

<http://www.dhs.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm>

Note: Agencies can create accounts with these agencies to streamline submission of clearances and billing. More details appear on the DHS Fact Sheets for employees and volunteers (*good info—see those pdf's also*).

Links to Apply for All Three PA Clearances Online

Pennsylvania State Police Criminal Record Check (Form SP4-164):

- ▶ Online application is at <https://epatch.state.pa.us/Home.jsp>
 - ▷ simple form, mostly name and address
 - ▷ requires credit card to pay, \$10.00 fee
 - *Note: site states that only older versions of Internet Explorer are supported... I tested that, others appear to work okay if cookies and script are enabled*
 - ▷ one can easily submit requests for multiple people at one time, with one payment
 - ▷ immediate results online for clear records!

Pennsylvania Child Abuse History Clearance (CY-113):

- ▷ *Note that PA Dept of Public Welfare (DPW) states only paper forms accepted; however...*
- ▷ *PA Form CY-113 *can* be submitted online via the PA Dept of Human Services (DHS)!*
- ▶ Online application is at <https://www.compass.state.pa.us/CWIS>
 - ▷ first, must create an account, invent ID, get password by email, then return to login
 - ▷ very involved form... all addresses and household members since 1975 (40 years!)
 - ▷ \$10.00 fee payable by credit card
 - ▷ immediate results online and emailed for clear records!

FBI Background Clearance for Pennsylvania:

- ▶ Overview at http://www.pa.cogentid.com/ohio/DPW/DPW_docs/DPW_Intro_Checks.htm
- ▶ First step: register online at https://www.pa.cogentid.com/index_dpw.htm (*over at right*)
 - ▷ for churches and other organizations, must choose DPW (already in links above)
 - ▷ payment is required at registration, \$27.50 payable by credit card
 - ▷ registration consists of a number of pages, can be modified or canceled online later
- ▶ Second step: get digitally fingerprinted at a center (paper option is available if out of state)
 - ▷ centers are listed by county... many around, including Ft. Washington
 - ▷ appointments available, but walk-in has worked just fine
- ▶ Results take a few weeks to be returned via mail