HOW TO OBTAIN CLEARANCES

ACT 34 CRIMINAL RECORD CHECK: The Pennsylvania State Police Request for Criminal Records (Act 34) Good for the duration of your program, as long as you are continuously enrolled.

P.A.T.C.H. (online process for Act 34):
- Fee: $10.00 by using a credit/debit card.
- Go to internet web-site https://epatch.state.pa.us
- Select “Submit a New Record Check”. Read and click “Accept” on the “Terms and Conditions…” page, and follow instructions on web page.
- Applicant should fill in his/her own name and address for the “Record” status request lines.
- If the results are “No Record” you should receive this response immediately. Print out the “Invoice” with a copy of the State seal embedded on the paper.
- If the response is “Request Under Review, or Pending”, you must periodically check back with the website until your request is processed. Results of “Record” will be mailed to the applicant and may not be printed.

ACT 151 CHILD ABUSE HISTORY CLEARANCE: The Child Abuse History Clearance (Act 151) Good for one calendar year from the date of issue. Must be renewed every year. Pennsylvania Department of Public Welfare PDF form (online) $10.00
- Applicant Identification: applicant fills in own name and address.
- Purpose of Clearance: select school box.
- Fee/Mailing: $10.00 money order. Personal checks will not be accepted. Send the completed form with payment to the Childline and Abuse Registry. The address is on the form, top-right. Processing time estimated up to 3 weeks.

ACT 114 FBI FEDERAL CRIMINAL HISTORY RECORD—fingerprint scanning process
The Federal Criminal History Record (Act 114) Good for the duration of your program, as long as you are continuously enrolled.
- Applicant must register with Cogent Systems—On line: www.pa.cogentid.com or by calling 1-888-439-2486 Monday thru Friday, 8:00 AM—6:00 PM.
- Fee: $40.00 using a credit/debit card online or by money order/cashier’s check made payable to Cogent Systems at the fingerprint scanning site. Personal checks will not be accepted.
- A photo ID must be presented before fingerprints can be scanned.

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The borough and school district will accept a receipt from www.pa.cogentid.com, indicating the background check was submitted, for employment up to 90 days pending receipt of the official record.

- If an applicant does not receive the official record within 8 weeks after being fingerprinted, contact your supervisor or the Police Chief. Do not call Cogent Systems.
- When you have your fingerprints completed for the Federal Criminal History Record (above) electronically, please request that you receive a hard copy of your fingerprints! You will need to pay an additional fee at the time you are fingerprinted. $2.50

If you have any questions, please contact the Chief of Police or the Police Department Administrative Assistant

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