



Northwest Area School District
District Office
Mandated Clearance Requirements

Clearance	Fee	Process
Affidavit & Agreement	Free	This form allows a volunteer to interact with NASD students until the required clearances are finalized. This form provides a volunteer with a 30 day window within which to submit clearances to the NASD.
Child Abuse Clearance	Free	<p><u>Online Request – Preferred Method</u></p> <ul style="list-style-type: none"> A. The Pennsylvania Department of Human Services has established a web-based computer system for the processing of child abuse history clearances. Please note that this system has been experiencing errors due to the volume of users utilizing the site. B. Please go to the following website: and click “next.” https://www.compass.state.pa.us/cwis/public/home C. Enter all of the requested information in order to create a Keystone ID and click the blue Finish Button. D. Go to the email account used to set up your Keystone ID and open the email from the Commonwealth of Pennsylvania with the temporary password (you will receive two emails). E. Copy your temporary password and click on the Child Welfare Portal link in the email message. F. Click on Individual Login. G. Click on Access My Clearances on the Pennsylvania Child Welfare Information Solution website. H. Scroll to the bottom of the next page and click “CONTINUE.” I. Enter your Keystone ID and your temporary password on the next page and click “LOGIN.” You will be prompted to select a permanent password. Create your password and

the system will automatically log you out of the program. Log back in using your Keystone ID and your new password.

- J. Read the MY CHILD WELFARE ACCOUNT TERMS AND CONDITIONS and then click the I have read, fully understand and agree to the MY CHILDHOOD WELFARE ACCOUNT TERMS AND CONDITIONS radio button before clicking the "NEXT" button.
- K. Click "Continue."
- L. Click "CREATE CLEARANCE APPLICATION" at top of next page.
- M. Review the next page which notes all of the information that will be needed in order to submit the electronic application and then click "BEGIN" at the bottom of the page.
- N. Select application purpose as VOLUNTEER HAVING CONTACT WITH CHILDREN.....and then select the Voluntary Category as OTHER and enter Northwest Area School District as Agency Name.
- O. Enter and verify your personal information on the next page before clicking NEXT at the bottom of the screen.
- P. Enter and verify your current address and delivery method of your child abuse clearance on the next page before clicking NEXT at the bottom of the screen.
- Q. On the next several screens you will be asked to provide your previous address and list anyone who has lived with you at any point in time from 1975 to the present. After entering all information confirm the information on the APPLICATION SUMMARY page before clicking "NEXT" at the bottom of the screen.
- R. Provide your eSignature on the next page and click NEXT
- S. Click the NO radio button on the APPLICATION PAYMENT screen and click "SUBMIT" application.
- T. Click "FINALIZE AND SUBMIT APPLICATION" on the next page.
- U. Record your –Clearance ID for your records on the SUBMISSION CONFIRMATION page and then click "GO TO PA CHILD ABUSE HISTORY CLEARANCE ACCOUNT."
- V. If your clearance processes immediately, click "TO VIEW THE RESULT, CLICK HERE," next to YOUR APPLICATION HAS BEEN PROCESSED and print /save a copy of the response. Otherwise, you will receive an email notifying you when your clearance has been processed. Follow the link in the email message to log back into your account and view the completed clearance. Keep a copy of the clearance for your records and submit a copy of the clearance to the Superintendent's Executive Administrative Assistant.

		<p><u>Submitting a Paper Request Form</u></p> <ul style="list-style-type: none"> • Complete the PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE FORM located on the CLEARANCE tab of the Northwest Area School District Website (or from your school secretary.) Limited space is provided for previous addresses and household members so please include any additional information on a separate piece of paper. Please note that the middle names must be spelled out on the form. Also incomplete addresses are acceptable if you are unable to recollect an address in its entirety. • NO PAYMENT IS REQUIRED • DO NOT MAIL THE FORM. PLEASE SEND THE COMPLETED FORM TO THE DISTRICT OFFICE FOR PROCESSING. • The original clearance will be mailed to your home address in approximately 14 days. Please mail/stop in the district office with the <u>Original Clearance</u>. NO scans or copies will be accepted. The original will be returned to you after it is documented in the District Office.
FBI CLEARANCE	\$27.00 Credit Card or Money Order	<ul style="list-style-type: none"> • Register online or over the phone prior to reporting to a fingerprinting location. Registration is available online 24 hours a day, seven days per week at http://www.pa.cogentid.com. Use the Pennsylvania Department of Education registration button. • Telephonic registration is available at 1-888-439-2486 Monday through Friday, 8 am to 6 pm ES. The fee can be paid via credit card/debit card during the registration process or money orders or cashier's checks payable to Cogent Systems and are accepted at finger print locations. • Proceed to the fingerprint site of your choice for fingerprinting. The location of the fingerprint sites and days and hours of operation for each site are posted on Cogent System website at http://www.pa.cogentid.com. • After being fingerprinted, provide your cogent registration ID the Superintendent's Executive Administrative Assistant. Unofficial results will be mailed to your home. These results are for your records and do not need to be sent to human resources.
State Police Clearance	Free	<p><u>ONLINE METHOD PREFERRED</u></p> <ul style="list-style-type: none"> • The Pennsylvania State Police has established a web-based computer application called PENNSYLVANIA ACCESS TO CRIMINAL HISTORY (Patch) to process criminal background check requests. Go to the PATCH website at

		<p>https://epatch.state.pa.us/ and then click on "SUBMIT A NEW RECORD CHECK" (volunteers only) to start the online process.</p> <ul style="list-style-type: none">• "NO RECORD" certificates will be displayed on the computer screen in about one to two minutes after submitting a request.• Print the "NO RECORD CERTIFICATE "and send to the Superintendent's Executive Administrative Assistant. <p><u>SUBMITTING A WRITTEN REQUEST FORM</u></p> <ul style="list-style-type: none">• The request form has been linked to the CLEARANCES tab on the Northwest Area Home Page.• Complete the form and mail to: Pennsylvania State Police Central Repository-164 1800 Elmerton Ave Harrisburg, Pa 17110-9758• The Original clearance will be mailed to your home in approximately 14 days. Please send the original clearance to the District office, Superintendent's Executive Administrative Assistant (NO copies or scans) The original will be returned to you after it is documented in the District Office.
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