

PA Background Checks required for PEAQ PAID EMPLOYEES

PA State Police Criminal History Record Check (ACT 34) – cost \$22 (submit receipt for reimbursement)

- <https://epatch.state.pa.us/Home.jsp>
- Click **Submit a New Record Check** (DO NOT SELECT VOLUNTEER OPTION)
- Click reason - employment

PA Child Abuse History (Act 151) – cost \$13 (submit receipt for reimbursement)

- <https://www.compass.state.pa.us/cwis/public/home>
- Creating an account and submitting your clearance application online will give you immediate access to your results or the status of your results if your results cannot be processed immediately.
- CHOOSE ONE OF THE FOLLOWING REASON FOR THE CLEARANCE:
 - **PEAQ ONLY EMPLOYEES** - *Individual 14 years of age or older who is applying for or holding a paid position as an employee with a program, activity or service, as a person responsible for the child's welfare or having direct contact with children*
 - **PEAQ EMPLOYEES ALSO EMPLOYED BY SCHOOL DISTRICT** - *School Employee Governed by Public School Code*

FBI Criminal History (Act 114) - \$23.85 (submit receipt for reimbursement)

Not required for employees 17 or under if employee has been PA resident for 10 consecutive years (must complete affidavit). Since this is a paid position, there is NO wavier of the FBI Criminal History requirement if 18 or older.

- <https://uenroll.identogo.com/>
- When prompted for a **Service Code**, enter either:
 - **PEAQ ONLY EMPLOYEES - 1KG756**
 - **PEAQ EMPLOYEES ALSO EMPLOYED BY SCHOOL DISTRICT - 1KG6XN**
- On the next screen, click "Schedule or Manage Appointment"
- Fill out all the required information. As you fill out the required information, you will be asked to search for a place to have your fingerprints captured. You will choose a day and time, or just walk-in, to have your fingerprints captured.
- You will pay the fee when you arrive at the fingerprinting site.
- You will receive additional instructions on how to receive your results after completing the fingerprinting.