

Clearance Information Sheet

ACT 114 – FBI Clearance - Please submit your PAE Number *after* your prints are scanned.

<https://www.pa.cogentid.com/index.htm>

Register with Cogent through the above site. Make sure you register for the **Department of Education** FBI clearance. Take your receipt and a valid photo id to the fingerprinting site. (Call the site first to be sure they are still open.)

ACT 34 – Pennsylvania Criminal History Check - Please use the website for this clearance not the printed form.

<https://epatch.state.pa.us/Home.jsp>

Go to “New Record” and follow the instructions through to the Certification Page. Once the Search Results Table appears, click on the Control Number. (*Hint: Write down the Control Number for future reference.*) The Record Check Details page is opened. Click on the **Certification Page** to access your official Clearance. The Record Check Details page is only a receipt and not acceptable as a ‘clearance’. Print 2 Certification Pages, 1 for you and one for your Personnel File.

ACT 151 – Pennsylvania Child Abuse Clearance - Please use the website for this clearance not the printed form.

NOTE: Effective December 31, 2014 an electronic form will be available to apply for your Child Abuse clearance online at **<https://www.compass.state.pa.us/CWIS>**