

HOW TO OBTAIN YOUR BACKGROUND CLEARANCES

If you have any questions about obtaining these clearances, please contact our department as soon as you can! Obtaining these clearances takes time, and we want to be amply prepared for the Summer!

1. PA Criminal Record Check

- a. Visit <https://epatch.pa.gov/home>
- b. Click on “Submit a New Record Check”.
 - i. **Please note that you are a prospective employee, so do not follow the volunteer requirements!**
- c. Accept the Terms and Conditions
- d. Under “Requestor Details” select “Individual Request”
- e. Fill in the “Requestor Information”
 - i. “Reason for Request” is Employment.
- f. Fill in the “Record Check Request Form” with your personal information and click “Submit This Request”
- g. Click “Submit” to proceed to the “Request Checkout” page and click “Check Out”
- h. Complete the payment process.
- i. Once you receive your Record Check, email or print a copy to provide to our department.

2. PA Child Abuse Clearance

- a. Visit <https://www.compass.state.pa.us/CWIS>
- b. Follow the steps to create an individual account.
- c. Log-In with your Keystone ID and password.
 - i. At first, it’s your temporary password.
 - ii. The site will have you create a permanent password and re-login.
- d. After agreeing to site terms, create your clearance application.
- e. Follow all directions closely.
 - i. For the purpose of this application, you are:
 - 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: Applying as an employee who is responsible for the child's welfare or having direct contact (providing care, supervision, guidance or control to children or having routine interaction with children) in any of the following in which children participate and which is sponsored by a school or a public or private organization:
 - A youth camp or program;
 - A recreational camp or program;
 - A sports or athletic program;
 - A community or social outreach program;
 - An enrichment or educational program; and
 - A troop, club or similar organization
 - ii. Upon completion and verification of your application, complete payment information.
 1. It will ask you if Radnor Township has provided you with a code. Select “No”.
 - iii. As long as the site is not backlogged, results should be sent immediately to your email.
 - iv. Open your results. Print and save the certificate for your records and forward a copy to our Department

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3. FBI Fingerprinting Report

- a. Visit <https://uenroll.identogo.com/>
- b. Enter the following Service Code: **1KG756**
- c. Select the first option titled: **“Schedule or Manage an Appointment”**
- d. Enter all information on the following forms. For “Employer Information” enter Radnor Township 301 Iven Avenue, Wayne PA 19087.
- e. For the “Documents” section, please choose your appropriate form of photo ID.
 - i. If you are a minor and do not have any of the documents listed, please select “Photo ID Waiver for Minors” and use the attached form.
- f. Search for and select a location to schedule your appointment.

Copies of all of your clearances will need to be provided no later than two weeks prior to the start of camp.

Identification Requirements for Minor Fingerprinting Applicants

If a minor applicant does not have an identification document as listed on their **Service Code** form, at the time of the fingerprinting appointment they must present:

1. The Pennsylvania Photo ID Waiver for Minors

AND

2. One of the following identification documents for the minor

(Check the box for the documentation type presented):

- Original or certified copy of a birth certificate issued by the appropriate State Bureau of Vital Statistics or equivalent agency from a U.S. state, U.S. territory, the District of Columbia, or a Canadian province. A birth record issued by a hospital is not acceptable under this category.
- Original or certified copy of a U.S Department of State Certification of Birth Abroad issued to U.S citizens born abroad (Form FS-240, DS-1350, or FS-545).
- Original or certified copy of court order with name and date of birth indicating an official change of name and/or gender from a U.S. state, U.S. territory, the District of Columbia, or Canadian providence.
- Social Security Card (actual card).

PENNSYLVANIA PHOTO ID WAIVER FOR MINORS

Legal Name of Minor (First, Middle, Last)

____/____/_____
DOB (DD/MM/YYYY)

I certify that I am the parent or legal guardian of the above-named child. This child does not have a state-issued photo identification card or other Primary Identity Document.

I confirm that the child present with me is the individual named above.

Must be signed by parent or legal guardian at the time of fingerprinting at the fingerprinting site location. Do not sign the form in advance.

Printed Name of Parent or Legal Guardian

Signature of Parent or Legal Guardian

Date