



# Laurel School District

2497 Harlansburg Road • New Castle, PA 16101 • 724-658-8940 • [www.laurel.k12.pa.us](http://www.laurel.k12.pa.us)

## CLEARANCE DIRECTIONS

### Act 151 - Child Abuse History Clearance

1. [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis)
2. You will need to create an Individual Account
3. Check your email for a confirmation
  - a. There will be a temporary password sent to you
4. Reopen website from link in email
5. Go to "Individual Login"
6. Click "Access My Clearances" and fill out the clearance application
7. \*Make sure you provide the correct "purpose for clearance" (Ex: Volunteer, employment, School Employee Governed by Public School Code, etc.)
8. Print out your clearance

\*Paper Applications can be accessed online or in our office

---

### Act 34 - PA Request for Criminal Records

1. <https://epatch.state.pa.us/>
2. Click "Submit a New Record Check"
3. Accept Terms and Conditions
4. Fill out the application
5. Once completed click the "Control Number" hyperlink, then click the "certification form" to view your record
6. Print out your certificate

\*Paper Applications can be accessed online or in our office

---

### Act 114 - FBI Fingerprint Federal History

(\*If you are a 10-year PA resident wanting to volunteer you can fill out the Act 153 form instead)

1. [www.identogo.com/locations](http://www.identogo.com/locations) You must register online before going to a fingerprint site.
  2. Enter your zip code
  3. Select a location near you
  4. Schedule Appointment
  5. Scroll down-select Digital Fingerprinting
  6. Enter Service code: **1KG6XN** (code for PA school districts)
  7. Schedule or Manage Appointment
  8. Complete the form and print it out. It has your confirmation number that you will need to have your fingerprints scanned.
  9. Bring form to location and have fingerprints scanned
  10. Return receipt with Identification # to District office for verification
-