STEEL VALLEY SCHOOL DISTRICT
Clearance Application Instructions

Fingerprint Clearance – *Please use the website for this clearance.* **(Act 114)**
To schedule your ten-minute fingerprint appointment, simply visit https://uenroll.identogo.com and enter the following Service Code: 1KG6XN. The Service Code is unique to school districts. Do not use this code for another purpose. If you do not have access to the Internet, schedule an appointment by calling 844-321-2101.

Please email your receipt with UEID to hrsupport@steelvalleysd.org.

Pennsylvania Criminal History Check - *Please use the website for this clearance.* **(Act 34)**
https://epatch.pa.gov/home
The State Police clearance is available online and you will get an instant response showing "no findings," if you do not have a record. To apply for your PA State Police Clearance (Act 34), you will need to go to the above website.

Go to "Submit a New Record Check" 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.)* When the Record Check Details page is opened, click on the **Certification Form** box to access your official Clearance. Print one (1) Certification Page for yourself. Note: The Record Check Details page is only a receipt and not acceptable as a 'clearance.'

Please email your Pa Criminal Clearance to hrsupport@steelvalleysd.org.

Pennsylvania Child Abuse Clearance - *Please use the website for this clearance.* **(Act 151)**
https://www.compass.state.pa.us/CWIS.

Go to **"Create a New Account"** and then create a Keystone ID and follow the instructions. Retrieve your system-generated temporary password from your personal email account. You will need to go back to the website https://www.compass.state.pa.us/CWIS and "Login" with your system-generated password. Click on **"Access my Clearances"** and put in your Keystone ID and password. You will be asked to change your current password. Then click on **"Create a Clearance Application."** You will receive your clearance in your personal email account.

Please email your Child Abuse Clearance to hrsupport@steelvalleysd.org.

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