

## Clearances required for home visitors and drivers

**The total cost for the three clearances is \$43.75.**

*Be sure to allow time to receive your results as this process can take up to 4 - 6 weeks. Your application will not be complete without all three clearances. Clearance applications, unofficial results, or third-party background checks do not satisfy the requirement.*

### **1. PENNSYLVANIA STATE CRIMINAL BACKGROUND CHECK FOR EMPLOYMENT/ACT 34 (\$8.00)**

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

- Select "Submit a New Record Check (requires a credit card)"
- Read the terms and click "Accept"
- Reason for Request: Employment
- Company Name: Veterans Breakfast Club
- Proceed through the remaining screens.
- A print-out of online results is acceptable. Be sure you click the link to see an actual certificate, not just the confirmation of whether there was a record found or not.

### **2. PENNSYLVANIA STATE CHILD ABUSE CLEARANCE/ACT 33 (\$10.00)**

<https://www.compass.state.pa.us/CWIS>

- Check the **CHILD CARE EMPLOYMENT** box for the Purpose of Clearance.
- Form may be mailed in or submitted online. Either a print-out of online results or certificate received by mail is acceptable.

A paper clearance request can be downloaded here:

[http://www.dhs.pa.gov/cs/groups/webcontent/documents/form/s\\_001762.pdf](http://www.dhs.pa.gov/cs/groups/webcontent/documents/form/s_001762.pdf)

(Results will be returned to you via postal mail.)

### **3. FBI FINGERPRINTING CLEARANCE/ACT 73\* (\$25.75)**

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

- Select the **DEPARTMENT OF HUMAN SERVICES** from the main page.
- Then select Registration>Register Online.
- The results will be mailed to you. Be sure to provide an address where you can easily access mail.

Applicants can download and print the required fingerprint cards from the FBI's website at:

<http://www.fbi.gov/about-us/cjis/identity-history-summary-checks/fd-2581>

*The FBI requests two (2) separate sets of fingerprint cards be submitted.*