

## **Clearances for Susquehanna Township Parks & Recreation Programs - \*Updated March, 2019**

In order to be in compliance with Act 153, all employees/instructors for Susquehanna Township Parks & Recreation, are now required to have 3 clearances. PA State Police, Child Abuse and FBI Fingerprinting

Information about clearances:

- Valid for 60 months.
- Individuals who currently possess volunteer clearances, cannot use these clearances for employment. New clearances must be obtained.
- Must show original copy of clearance to employer.

Below are instructions for obtaining clearances.

### **PA STATE POLICE CRIMINAL HISTORY RECORD/ACT 34**

- <https://epatch.state.pa.us/Home.jsp> Click on Submit a New Record; Accept Terms
- Select “employment” for the purpose of request entry
- Pay with credit/debit card (\$22)
- Results are typically instantaneous unless they are “under review” in which case, note your reference number and date of application and use that information to check back on the “epatch” website periodically until your results are available
- Print clearance (be sure to click all the way through to the “certification form” button –

### **PA CHILD ABUSE HISTORY CLEARANCE/ACT 151**

- <https://www.compass.state.pa.us/cwis/public/home>
- Create an account with a valid email address, following directions
- Pay with credit/debit card (\$13)
- Response time may be immediate or up to two weeks
- Print out clearance

### **FBI FEDERAL CRIMINAL HISTORY RECORD (FINGERPRINTING)**

- Register online at: [www.identogo.com](http://www.identogo.com)
- Follow these steps to register:
  - 1) On first page select “get fingerprinted” in top right corner
  - 2) Select state – once it goes to the Pennsylvania page, scroll down and select “digital fingerprinting”
  - 3) **Enter this service code: 1KG756** click next  
This code is defined as “Employee over 14 years of age with children contact”
  - 4) Click on the first choice – “Schedule or manage appointment”
  - 5) Fill out first page and click next
  - 6) Employer page: Susquehanna Township 1900 Linglestown Rd Harrisburg, PA 17110
  - 7) Citizenship – check appropriate
  - 8) Next page will have 3 questions, answer as pertains to you.  
On the 3<sup>rd</sup> question – asks for Authorization code – click “NO”
  - 9) Personal info on the next few pages – Fill out and continue to click next
  - 10) To make appointment: type in zip code, select location and follow directions.

## **FINGERPRINTING DIRECTIONS – CONTINUED**

- **Payment of \$22.60 is paid at the fingerprinting site. Save the receipt if you are planning on applying for reimbursement**
- Fingerprinting will be done on a “Live Scan Capture” Scanner – it is done electronically, no ink is used.
- Results are sent to your home address. Show original to STPR. Make copy.

### Fingerprinting Locations:

- 940 E Park Dr, Suite 202, Harrisburg, PA 17111  
Monday-Friday: 8:30 AM - 12:00 PM & 1:00 PM - 5:00 PM  
This location is the first building after passing the Union Deposit Mall.  
It is between the Mall and the Best Western Premiere Hotel
- 1251 E. Chocolate Avenue - Specialty Home Care - Hershey, PA 17033-1254  
Monday-Friday: 9:30 AM - 12:30 PM & 1:00 PM - 4:00 PM
- 204 3rd St - Unique Home Care - New Cumberland, PA 17070-2108  
Monday-Friday: 9:00 AM - 4:30 PM Saturday: 9:00 AM - 2:00 PM

### **REIMBURSEMENTS:**

- IF YOU ARE REQUESTING REIMBURSEMENT FOR CLEARANCES, SAVE ALL RECEIPTS AND SUBMIT THEM TO STPR.
- ORIGINALS FOR ALL 3 CLEARANCES MUST BE SUBMITTED TO STPR.
- IF YOU ARE NOT REQUESTING REIMBURSEMENT, COPIES WILL BE MADE AND ORIGINALS WILL BE RETURNED TO EMPLOYEE.
- REIMBURSEMENTS WILL BE GIVEN ONLY TO INDIVIDUALS WHO ARE HIRED BY STPR