**Clearances for Susquehanna Township Parks & Recreation Programs - \*Updated April, 2018**

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**

**Two methods for applying:**

**Online:**

* <https://www.compass.state.pa.us/cwis/public/home>
* Create an account with a valid email address, following directions
* Pay with credit/debit card ($8) \*Note: this fee is going up to $13 on July 1, 2018.
* Response time may be immediate or up to two weeks
* Print out clearance

**Paper: Upload both Forms (**[**CY 113**](https://www.susquehannatwp.com/parks-recreation/files/cy-113-pennsylvania-child-abuse-history-certification) **&** [**CY 999**](https://www.susquehannatwp.com/parks-recreation/files/cy-999-consentrelease-information-authorization-form-pennsylvania-child-abuse)**)**

* **Submit to our office (FORM CY 113) along with Clearance release (FORM CY 999)**
* **We will take care of obtaining the clearance after we have payment and all paperwork. Please allow at least 2 weeks for us to process.**

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

* Register online at: [www.identogo.com](http://www.identogo.com)
* Appointments to be fingerprinted are not required, but **pre-registration** is required.
* When registering provide the **Service Code # 1KG756**

This code is defined as “Employee over 14 years of age with children contact”

* Fill out all personal information. Fill out name of agency as: Susquehanna Township. Address is 1900 Linglestown Road. Harrisburg, PA 17110.
* For “reason for fingerprinting, select “Likelihood of regular contact with children”
* Pay with credit/debit card ($22.50)
* Print out the receipt and take this paper with you to the fingerprint site.

**FINGERPRINTING DIRECTIONS - CONTINUED**

* Consult the [attached handout](https://www.susquehannatwp.com/parks-recreation/files/fingerprinting-code-sheet-1kg756) to determine what you need to take with you for identification
* 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.
* \*Results may also be picked up in person at the PA State Department of Human Services – please consult our office if you are choosing this option.

Fingerprinting Locations:

1. The closest IdentoGo location is at:

* 4815 Jonestown Rd, Suite 201.
* This location is next to the Griswold Nursing Care Services. Parking is on the lower level and you walk up to the facility which is on street level.
* Hours: Monday – Friday 8:30 am – 3:30 pm

2. Alternate location:

* 6483 Carlisle Pike, Suite 104, Mechanicsburg
* Hours: Monday, Tuesday & Thursday: 9:00 AM - 11:30 AM & 1:30 PM - 5:00 PM;

Wednesday & Friday: 9:00 AM - 11:30 AM & 1:30 PM - 3:30 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 APPLICANT.
* REIMBURSEMENTS WILL BE GIVEN ONLY TO INDIVIDUALS WHO ARE HIRED BY STPR