Act 153 Clearance Information Sheet

**ACT 114 – FBI Clearance** - Please submit your UEID Number (the receipt) after your prints are scanned. [https://uenroll.identogo.com](https://uenroll.identogo.com)

Register/schedule an appointment with IdentoGO through the above site. Use the service code 1KG6XN for Department of Education FBI clearance. The website will assist you in finding a service center location and what documents you must take with you when you proceed to your appointment. Once you have had your prints scanned, you will receive a receipt.

Please return this receipt to the Administration Office attention Mikelene Teter or email to teterm@wmasd.org.

**ACT 34 – Pennsylvania Criminal History Check** - Please use the website for this clearance not the printed form. [https://epatch.state.pa.us/Home.jsp](https://epatch.state.pa.us/Home.jsp)

Go to “New Record” 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.)* The Record Check Details page is opened. Click on the Certification Page to access your official Clearance. The Record Check Details page is only a receipt and not acceptable as a ‘clearance’. Print 2 Certification Pages, 1 for you and one for your Personnel File.

Please submit the clearance to the Administration Office attention Mikelene Teter or email to teterm@wmasd.org.

**ACT 151 – Pennsylvania Child Abuse Clearance** - Please use the website for this clearance not the printed form.

*NOTE:* Effective December 31, 2014 an electronic form will be available to apply for your Child Abuse clearance online at [https://www.compass.state.pa.us/CWIS](https://www.compass.state.pa.us/CWIS)

Please submit the clearance to the Administration Office attention Mikelene Teter or email to teterm@wmasd.org.