



# Donegal School District

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1051 Koser Road  
Mount Joy, PA 17552

TO: Employees of Donegal School District  
FM: Human Resources Office  
RE: Clearances for New Employees

Below are the directions to obtain the three (3) clearances that are required for employment within the Donegal School District.

**1) FBI CLEARANCE (ACT 114):** As a result of legislation, the Pennsylvania Department of Education, requires the following process to acquire the FBI Clearance:

- The fee is **\$27.00**.
- Federal law now prohibits the applicant from receiving an official copy of the results. The applicant will receive an unofficial copy that will be mailed directly to them.
- The employee must provide the unique identification number (PAE#), provided at the time of registration, to the district in order to determine if the FBI clearance is sufficient to work in the school district.
- The district is not allowed by law to provide a copy of the official results of the FBI fingerprinting to the employee.

The applicant must register prior to going to the fingerprint site. Walk in service without prior registration will not be provided at any fingerprinting location. Registration is completed either by telephone 1-888-439-2486 or online 24 hours/day, seven days per week at [www.pa.Cogentid.com](http://www.pa.Cogentid.com). (Be sure to choose – PA Dept. of Education for correct background check.)

During the registration process, all demographic data for the applicant is collected (name, address, SSN, etc.) so there is no data entry required at the fingerprint collection site. After the fingerprinting is completed, the applicant will receive an **unofficial paper copy** of the report at no additional cost to the applicant.

The perspective employee will have to give the unique identification number (PAE#) to the district. The district will then access the Cogent website in order to determine if the fingerprinted individual is cleared to work in the school district. The clearance remains active as long as you work a minimum of one day in the district, annually.

**2) PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE (ACT 151):** Effective December 31, 2014, The Pennsylvania Child Abuse History Clearance application can be submitted online. Once you enter the link below you will be directed to the Child Welfare Portal where you must create an account or log in if you already have an account. *Note:* You will need an email address to create an account. <http://www.dhs.state.pa.us/findaform/childabusehistoryclearanceforms/>.

Paper submissions of the Pennsylvania Child Abuse History Clearance application will still be accepted for anyone who may not have access to the internet. The form may be downloaded from the Department of Welfare site (below) and it must be mailed in with a money order. Please keep a copy of the completed document, along with the money order as proof of having filed for the clearance. <http://www.dhs.state.pa.us/findaform/childabusehistoryclearanceforms/>.

**3) PENNSYLVANIA STATE POLICE CRIMINAL RECORD CHECK (ACT 34):** This is an online application that also provides an instant response to the applicant. The individual will need to print out the results page as proof of having completed the clearance. <https://epatch.state.pa.us/Home.jsp>

If you have any questions regarding the clearance process, please do not hesitate to contact the district at 717-653-1447.