

The Juniata County Library
Clearance Packet and Instructions

Revised June 2016

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There are three different clearances that will be required from all Library Staff 14 years or older. **These are and Federal Criminal History Report (FBI), PA State Police Clearance, and the PA Child Abuse History Clearance (act 33)**. Volunteers will be required to provide only the PA State Police Clearance and the PA Child Abuse History, unless the Volunteer has lived outside of the USA in the last ten years.

These clearances must be updated every 60 months in order to be compliant with the new laws passed in PA in 2015.

- 1) **The first is the Federal (FBI) Criminal History Report.** If you already have a copy of this dated within the last 60 months it will be accepted. Every 60 months this will have to be redone, including being re-fingerprinted. The cost of this can run from around \$25.50 to \$40.00. Please bring your invoice or receipt to Tennille to be reimbursed.
 - A) Step one: Go to this website <https://www.pa.cogentid.com>. There are other processing websites, but I have found this to be the least expensive. Click on the Pennsylvania Dept. of Human Services Box. Then click on "Register Online" under the Registration column. Be certain to fill in all highlighted information boxes. You may pay by credit or debit card. If you would like a copy of your receipt sent to you through e mail then fill in your e mail as well. Do not check the box at the top saying you will submit and ink rolled fingerprint card from out of state.
 - B) **Step 2: Fingerprinting.** After and only after registering at the website, you may go to be fingerprinted. The office location is TIU 11 - Early Head Start, 129 Smith Road, Mifflintown PA. They are open Tuesdays – Thursdays 8:30 am to 4:00 pm. When you turn onto Smith road, continue for .6 miles. The Head Start building is blue in color and will sit on the right hand side.

***Be sure to bring your Valid Driver's License, if you do not have one here is a list of other valid photo Id's that will be accepted. US Active Duty/Retiree/Reservist Military ID card (000 10-2), US Passport, College issued Student ID, INS I-551 Resident Alien Card Issued since 1997, INS 1-688 Temporary Resident Identification Card, INS I-688B or a I-766 Employment Authorization Card

If you do not have any of these please bring two of the following: State Government Issued Certificate of Birth, US Active Duty/Retiree/Reservist Military ID Card (000 10-2), Social Security Card, USCIS I-551 Resident Alien Card Issued Since 1997, USCIS I-688 Temporary Resident Identification Card, USCIS I-688B, I-766 Employment Authorization Card, Utility Bill (Address), Voter Registration Card, Vehicle Registration Card/Title, Paycheck Stub with Name/Address, Cancelled Check or Bank Statement, School Identification Card with Picture, School Records, Employer Identification Card or a Valid PA Learner's Permit.
 - C) The complete processing normally takes 4-6 weeks. However, with the new laws it is taking longer than expected sometimes. Therefore the law does allow for a 90 day grace period for Staff and Volunteers who are currently working. The clearances will be sent to you and

it will be your responsibility to submit a copy of them to the Library. If you do not receive your results from the Dept. of Public Welfare in 4 -6 weeks, please call 717-783-6211. All information regarding this process can be found at www.pa.cogentid.com .

- 2) **The Second Clearance needed is the Pennsylvania Child Abuse History Clearance (act 33).** This can be done online at <https://www.compass.state.pa.us/cwis/public/home>. The cost of this will be \$10.00 (Money order). Under Purpose of Clearance please be sure to check the box marked "Employment with a significant likelihood of regular contact with children". Please, remember to sign and date it. This process takes from 2-4 weeks.
- 3) The PA State Police Clearance (PATCH), can be done online at <http://www.psp.pa.gov/Pages/Request-a-Criminal-History-Record.aspx#.VJlj0l4AAA>. Or you can fill out the enclosed printed out copy and send it in with a check or Money order for \$10.00. Please check the box that says Employment/Screening. If you forget your username and password, call 1-888-783-7972. They will give you your control # and the date you applied for your clearances. With this, you will be able to log in to their site and obtain a copy of your clearances.

Although the previous three are required by law, it is strongly recommended that all employees and volunteers also complete Mandated Reporter Training since we all are now lawfully mandated reporters of child abuse. Please see the director for information on completing that.

Please feel free to contact me if you have any questions.

Thank you,

Tennille Shetron

Administrative Assistant

Juniata County Library