

## Clearances

The information and links below pertain to individuals who are seeking a position with a school district or intermediate unit. Click on the following links to go directly to the registration pages for Act 34, Act 151 and Act 114 clearances.

**[Act 114](#) - FBI Criminal History Report (Fee: \$27 – this includes an unofficial copy that will be mailed to your home)**

**Please follow the steps in this order.**

1. Register with Cogent Systems ([click here](#) to go to the PA Department of Education-approved section, or call 888-439-2486).
  2. Print the confirmation page showing your Registration ID # (which begins with the letters "PAE").
  3. Report to an approved Cogent location for fingerprinting, and be sure to take the confirmation page with you ([click here](#) and see "Print Locations and Hours").
- After fingerprinting is complete, present the confirmation page to your school district or intermediate unit's human resources office. If hired for a position, the human resources office can use the registration number to access your FBI results electronically.

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**[Act 34](#) - The Pennsylvania State Police Request for Criminal Records Check (Fee: \$8)**

The Pa. State Police use a web-based computer application for which you must use a credit card to pay the fee. The results will not be mailed. You must return to the ePatch site and print your criminal history check results.

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• **Act 151 - Child Abuse Report (Fee: \$8)**

Applicants now have two options when applying for the Child Abuse Report.

*Option 1* - Electronic Application Submission: [Click here](#) to apply for the clearance online and pay the \$8 fee via credit card. Creating an account and submitting your clearance application online will give you immediate access to your results, or the status of your results, if your results cannot be processed immediately. Please make sure to print a copy for your records.

*Option 2* - Paper Application Submission: Print the [application](#) and complete Section No. 1 of Form CY-113. Mail your completed application, along with a money order in the amount of \$8, to:

ChildLine and Abuse Registry  
Pennsylvania Department of Human Services  
PO Box 8170  
Harrisburg, PA 17105-8170

It will take about one month for the form to be processed and results returned to you.