<table>
<thead>
<tr>
<th>FBI Report</th>
<th>PA Child Abuse Clearance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Average time to obtain:</strong> 1-3 weeks (may take longer)</td>
<td><strong>Average time to obtain:</strong> 3-6 weeks (may take longer)</td>
</tr>
<tr>
<td><strong>Cost:</strong> $27.50</td>
<td><strong>Cost:</strong> $10.00</td>
</tr>
</tbody>
</table>

**How to obtain:**

### FBI Report
1. Go to the Cogent Systems website at [www.pa.cogentid.com/index_dpw.htm](http://www.pa.cogentid.com/index_dpw.htm)
2. Click “Register Online”
3. Enter the requested information
4. Results will be returned to you at the address entered at the time of registration so it is important to use your current address
5. For Reason Fingerprinted select: Childcare Employment
6. Verify information and complete registration
7. Once registered return to the home page at [www.pa.cogentid.com/index_dpw.htm](http://www.pa.cogentid.com/index_dpw.htm)
8. Use “Print Site Locations” menu to find a convenient fingerprint collection site

### PA Child Abuse Clearance
1. Please visit [https://www.compass.state.pa.us/cwis/public/home](https://www.compass.state.pa.us/cwis/public/home)
2. Click on “Create a New Account”
3. Once on the next page, click on the blue “Next” button located on the lower right side of the web page.
4. Please enter requested information required by the web page. You will be required to create a “Keystone ID”.

**Helpful Hints:**
- Type or print in ink clearly and neatly in Section I only; use your current address
- All information must be completed in full (the form asks for all previous names, addresses and household members since 1975), this information must be provided to the best of your knowledge and belief; if necessary attach additional pages
- You will need a debit card or a credit card to complete the request.
- **Under Purpose for Clearance check only “Child Care Services Employee”**

**What it looks like:**

**Ways CHOP can accept the FBI Report and PA Child Abuse Clearance documents:**

- From an applicant to the volunteer application (college program) or in-person to the volunteer office.

  **Do not fax these documents; copies will be submitted with your application. Originals must be brought to orientation.**

  CHOP can accept these documents from an applicant only if the below requirements are met:

  - Original, state-issued document (copies, scans or faxes will not be accepted)
  - Issued within 12 months of your start date

  **IMPORTANT:** If these documents are not presented to CHOP in valid format as described above (see alternate validity requirements to the right if coming from your school) on or before your first day, you will not be permitted to start until they are
### PA State Police Criminal Record Check (PATCH)

<table>
<thead>
<tr>
<th>Average time to obtain: Immediate results to 4 weeks (may take longer)</th>
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</thead>
<tbody>
<tr>
<td>Cost: $10.00</td>
</tr>
</tbody>
</table>

**How to obtain:**
- 9. **This document is required even if you have never lived in Pennsylvania**
- 10. **Recommended:** Complete an online request at the Pennsylvania Access to Criminal History website at [https://epatch.state.pa.us/](https://epatch.state.pa.us/)
- Alternate: Complete and mail in the Pennsylvania State Police Request for Criminal Record Check, this form can be downloaded at [http://www.dpw.state.pa.us/ucmprd/groups/webcontent/documents/form/s_001769.pdf](http://www.dpw.state.pa.us/ucmprd/groups/webcontent/documents/form/s_001769.pdf)

### 7 year state and county criminal background checks

<table>
<thead>
<tr>
<th>Average time to obtain: Varies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost: Varies</td>
</tr>
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</table>

**Requirements are based on where you have lived over the last 7 years confirmed by the Social Security Number verification and address history trace:**

**SSN verification and address history trace:** This trace is required as part of your background clearances and will list each of the state and counties for which you must provide a criminal background check.

- Lived in PA only or PA and other states
  - **State requirement:** State-specific check for each state lived in outside of PA (PATCH fulfills the PA state requirement)
  - **County requirement:** County-specific check for each county lived in both inside and outside of PA (PATCH does not fulfill any county requirements)

- Never lived in PA
  - **State requirement:** State-specific check for each state lived in outside of PA
  - **County requirement:** County-specific check for each county lived in outside of PA

**How to obtain:**
- There are many background vendors to choose from on the internet, [http://www.criminalbackgroundrecords.com/](http://www.criminalbackgroundrecords.com/) is a good example of a background vendor that searches by both state and county
- Some states and counties have records available online from the county or state websites directly, these may cost less or be available at no charge

### What it looks like:

![Criminal Background Check Example](image)

### Examples:

<table>
<thead>
<tr>
<th>ORDER INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person Investigated:</td>
</tr>
<tr>
<td>Member: Not a Member</td>
</tr>
</tbody>
</table>

- **PHILADELPHIA, Pennsylvania County Completed**
- No Records Found!
- **YOUR ORDER**
- **YOUR ORDER RESULTS**

Ways CHOP can accept the PATCH, 7 year state and county criminal background check, and SSN verification and address history trace documentation:

Questions about this process? Call the Volunteer Services Department at 215-590-1093.