Lower Merion Township
Background Check Requirements

**Pennsylvania State Police Criminal Background Check**

Fee: No cost

1. Complete the enclosed *Authorization/Release for Criminal History Check* form.
2. Return the completed form to the Human Resources Department for processing.

**Disclosure Statement**

1. Complete the enclosed *Disclosure Statement*.
2. Return the completed form to the Human Resources Department.

**Pennsylvania Child Abuse History Clearance**

Current Fee: $13.00 (as of 1/2020)

To submit online:

1. Go to [https://www.compass.state.pa.us/cwis/public/home](https://www.compass.state.pa.us/cwis/public/home)
2. Select “CREATE INDIVIDUAL ACCOUNT”.
3. Select “Next” at the bottom right of the page.
4. Complete the Keystone ID Registration and select “Finish”.
   *Note: You will create your own Keystone ID. Please select something you will remember and/or write it down as this will be needed to access your initial results and future recertification.*
5. Check your e-mail for your Keystone ID and temporary password confirmation (2 separate e-mails).
6. Return to: [https://www.compass.state.pa.us/cwis/public/home](https://www.compass.state.pa.us/cwis/public/home)
7. Select “INDIVIDUAL LOGIN”.
8. Select “Access My Clearances”.
9. Review the Disclosure and select “Continue” at the bottom right of the page.
10. Use your Keystone ID and temporary password to login. Upon initial login, you will be required to change your password.
11. You may be required to verify your account by answering your security questions or entering a security code you receive via email.
12. Return to: [https://www.compass.state.pa.us/cwis/public/home](https://www.compass.state.pa.us/cwis/public/home)
13. Login using your Keystone ID and new password.
14. Review and Accept “Terms and Conditions” and select “Next”.
15. Review the Disclosure and select “Continue” at the bottom right of the page.
16. Select “Create Clearance Application”.
17. Select “Begin” at the bottom right of the page.
18. Application Purpose: “An individual 14 years of age …”
19. Complete the application information screens and select “Next” at bottom right of each page.
20. At the bottom of the Current Address page, you will be asked if you would like a paper version of the certificate sent to your home or mailing address. Select “Yes”.
21. Review Application Summary and select “Next”.
22. Certify application and provide an e-signature (first and last name only).
23. Enter payment information and select “Pay Now”.
24. Select “Finalize and Submit Application”. You will see an “Application Confirmation” screen and will receive an e-mail confirming successful submission of your application. Notification of clearance
results will be e-mailed to you. You may log in at any time to check the status of your application at https://www.compass.state.pa.us/cwis/public/home.
25. If you have any questions, call the ChildLine Verification Unit at 717-783-6211 or toll free at 877-371-5422.

To submit by mail:

2. The instructions for how to complete the Pennsylvania Child Abuse History Clearance application are included on the last page of the application. Failure to comply with the instructions on the application will cause considerable delay in processing the results.
3. Type your information directly onto the application or handwrite legibly. Be sure to print the completed application before closing the document so that the information typed on the application is not lost.
4. Purpose of Certification: “An individual 14 years of age or older …”
5. Make a copy of the completed application and payment. This is important: If you need to follow up with ChildLine regarding your application, you will need to have something to refer to.
6. Send your application and payment to the address provided at the top of the application.
7. The results of the Pennsylvania Child Abuse History Clearance will be mailed to the address that was noted on the application within 14 days from the date that the application is received in the ChildLine Verification Unit.
8. If you have any questions, call the ChildLine Verification Unit at 717-783-6211 or toll free at 877-371-5422.

Federal (FBI) Fingerprint Criminal History Background Check

Current Fee: $23.85 (as of 1/2020)

2. Go to https://uenroll.identogo.com/
3. Enter Service Code 1KG756 in the “Enter Code” field, and press GO.
4. Click on “Schedule or Manage Appointment” to begin registration.
5. At the top of the Essential Info page, keep “Name / Method of Contact” selected.
6. Enter your information in each field, selecting Next > to get to the next page.
   Note: Entering your email address will allow you to receive receipt of confirmation by email.
7. Verify your entries for your birth city and country of citizenship and select “Next”.
8. On the Personal Questions page, the question “Have you ever used an alias?” is not referring to a maiden name but to a nickname or other version of your given name.
9. Select “No” to the question “Do you have an Authorization Code (Coupon Code) that you will be using as a method of payment?” Click “Next”.
10. Enter your personal information and click “Next”.
11. Enter your mailing address and click “Next”.
12. Select one document that you are planning to bring with you to the fingerprinting location to prove your identity. This is important: You must bring this specific document with you when you are fingerprinted.
13. After clicking “Next,” you will be taken to a page to find the closest location to your zip code. Type in your location and select the fingerprinting center you would like to use for your fingerprinting registration. Click “Next.”
14. You can either make an appointment for fingerprinting or select the box next to “Walk In” for more flexibility in your arrival time or date. Note: Scheduled appointments take priority over walk-ins. Please call the location to check the availability before you arrive.
15. Click “Submit” to go to the next page, which will give you your pre-enrollment confirmation screen. This screen will give you your UE ID, which you can use to look up your registration status if necessary;
an estimated amount due; payment methods accepted at your location; the document that you must bring with you to verify your identity; and the address of the fingerprinting location and appointment time (if applicable).

16. Bring this pre-enrollment information to your fingerprinting location along with your identification document and preferred method of payment.

17. Clearance results will be sent to the mailing address that you provided on your application within 30 days.

18. If you have any questions regarding registration, processing, or billing, please contact IDEMIA/IdentoGo at 844-321-2101.

19. If you have any questions about FBI clearances, contact the FBI Background Check Unit at 717-783-6211 or toll free at 877-371-5422.

Note: When you receive the results of each of these clearances, you must submit the originals to Lower Merion Township Human Resources Department. Clearance results must be received prior to your start date.