NAZARETH AREA SCHOOL DISTRICT
Directions to Obtain Clearances

PLEASE MAKE SURE TO KEEP A COPY OF EACH CLEARANCE FOR YOUR RECORDS

PA STATE POLICE CRIMINAL HISTORY RECORD / ACT 34 - FREE

- https://epatch.state.pa.us/Home.jsp
- Select New Record Check.
- Complete form as prompted.
- Results are typically instantaneous unless they are "under review" in which case, note your reference number and date of application and use that information to check back on the "epatch" website periodically until your results are available.
- Print clearance (be sure to click all the way through to the **"certification form"** button – the document you print must show your SSN, DOB, etc. – DO NOT USE THE "RECEIPT"). You will not receive a paper copy in the mail.

PA CHILD ABUSE CLEARANCE / ACT 151 - FREE

- https://www.compass.state.pa.us/cwis/public/home
- Create an account with a valid email address, following directions. You will be asked for a Keystone ID# - this is a number you must create using the parameters. You will receive an email with a temporary password to log in and then you will be prompted to create your own password. Once this is done and you log into account, accept the terms and conditions and complete the process.
- For Application purpose, select first option; other – enter Nazareth Area School District
- Complete all additional information.
- Following process, you will receive an email with ID number. Results within 14 days; you will receive an email when your report is ready to review. Log-in using the same password you created when applying. You will be able to access and printout the results.
- Response time may be immediate if done online (make sure to print) or up to two weeks if mailed. You will not receive a paper copy in the mail.

FBI FEDERAL CRIMINAL HISTORY RECORD

- Go to: https://www.identogo.com/locations/pennsylvania
- Scroll down to Enrollment Services and select digital fingerprinting
- Enter **1KG6XN** as the Service Code
- Click on Schedule/Manage Appointment
- Go through the screens and enter information required
- Based on your zip code, you will be given a list of IdentoGO service centers. Click on where you wish to go to be printed. You can make an appointment online or click walk-in.
- Print the Service Summary Page. You will need to bring this and identification with you.
- Currently the cost is $22.60

**Note: The FBI check may be waived "if he/she has been a resident of this Commonwealth during the entirety of the previous ten-year period" and he/she "swears or affirms in writing" that he/she has not been convicted of any crime, in another state, similar to the conviction disqualifying a person in PA. NASD will be utilizing a standard form to do this following the July 1, 2015 effective date. If this is true for you, you can complete the Affidavit instead of the FBI Clearance.

ARREST/CONVICTION REPORT AND CERTIFICATION FORM / ACT 82

- Print form from the Human Resources section of website OR go to http://www.education.pa.gov/documents/teachers-administrators/background%20Checks/arrest%20or%20conviction%20form.pdf
- Print and sign.