

If you are offered a position with the School District of Borough of Morrisville, please note that the following information must be provided before you can commence employment. All the below information must be dated within one year of your hire date.

- **Act 34: PA State Police Clearance**

- Apply online at <https://epatch.pa.gov/home>,
- Click on "Submit a New Record Check",
- Read the disclaimer and click "Accept" at the bottom of the page,
- Click the radius for "Individual Request",
- Complete the "requestor information" and make your payment online. The cost of this clearance is \$22 and must be paid using a credit card online.
- Results are usually instant. When you receive your results, click on the link to open the certificate.
- If you need assistance, please contact 888-783-7972.

- **Act 151: Child Abuse Clearance**

- Apply online at <https://www.compass.state.pa.us/cwis/public/home>.
- **DO NOT USE THE GOOGLE CHROME WEB BROWSER.**
- Read all the information, create an account, and your own Keystone ID (is the user ID), and complete all requested information.
- Choose the option to have your results **both** emailed and mailed to you.
- Make your payment online.
- Log back onto the website to check the status of your clearance. Your clearance will be available via a PDF file on the website (usually within a week).
- The cost of this clearance is \$13 for school employees paid by credit card on the website.
- *Please be aware that you will receive a paper copy of this clearance in the mail 2 -3 weeks after you submit your request online. Therefore, plan accordingly and submit your request for this clearance early.*
- The employer will need to see the original and retain a verified copy.
- If you need assistance, please contact 877-343-0494.

- **Act 114: FBI Fingerprint**

- Register at <https://uenroll.identogo.com/workflows/1KG6XN>
- Fill out/submit registration form.
- Locate your nearest location and schedule an appointment.
- Make sure to bring ID and your registration form with you when you get fingerprinted.
- The applicant will pay a fee of \$26.20. Major credit cards, money orders or cashier's check payable to MorphoTrust will be accepted on site. No cash transactions or personal checks are allowed.
- *Once you receive your receipt with UEID number, please provide a copy to HR so that we can look up the official results.*
- All applicants will receive an unofficial copy of their report via email (**Please note the link is available only for ONE-TIME access only within 30 days of receipt, and once accessed will no longer be valid. You should only access this link from a device that will allow you to download, print, or save your results at that time**).
- If you need assistance with the FBI clearance, please contact Identogo at 844-321-2101.

- **PDE Form 6004: Act 24 Arrest/Conviction Report and Certification**

- This form needs to be filled out and signed (the District retains the original of this form).
- By signing, you are stating that the information provided on this form is correct and complete.