



MCSO Current and New Employee Instructions for Obtaining Clearances

Clearances – New employees must get all 3 clearances

Act 34 – Criminal History can be done online at <https://epatch.state.pa.us/Home.jsp>.

Act 151 – Child Abuse Clearance – must be mailed in with a money order. A same-day clearance can be obtained at the Verification Unit in Harrisburg. Directions can be obtained by calling 717-783-6211.

Child Abuse History Clearance Online: <https://www.compass.state.pa.us/CWIS>

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.

Act 114 – FBI Fingerprint Clearance – must register prior to going to get the prints done. Information can be found at <https://uenroll.identogo.com> , **Service Code: 1KG6XN**
Click on Schedule or Manage Appointment.

Employee is responsible for all costs associated with obtaining clearances.

Guidelines:

Employees must obtain updated clearances every 60 months. The date that the employee must go by is the expiration of the oldest clearance.

Example: Employee who obtained clearances in April of 2017, must obtain new clearances by April of 2022, not December 31, 2022.