

South Fayette School District

3620 Old Oakdale Road

McDonald, Pennsylvania 15057

Phone (412) 221-4542 Fax (724) 693-2762

www.southfayette.org

The following instructions are for the three (3) clearances, ACT 34, 114, 151, they must be dated within one (1) year of submission and the tuberculin test will need to be dated within three (3) months of submission-TB Test is only required if you will be with the students more than ten (10) hours a week. Please retain the original and submit only a copy of the clearance. Once you have obtained the necessary documents you may:

- Mail or hand deliver to:
South Fayette School District
Attn: Victoria Adams
3680 Old Oakdale Road
McDonald, PA 15057
- Send via e-mail to vradams@southfayette.org
- Fax to 724-693-2883 to the attention of Victoria Adams
- **Please attach a note stating that you are a volunteer**

If you have any questions, on obtaining the clearances or tuberculin test you may contact Victoria Adams at 724-693-3045 or via e-mail at vradams@southfayette.org

1-FBI ACT 114 CLEARANCE INSTRUCTIONS

An applicant **MUST** register prior to going to a fingerprinting site. Registration can be completed online.

1. We will accept the ACT 114 FBI Clearance through the Department of Human Services for volunteer purposes.
2. The website to register is <https://uenroll.identogo.com/> it is available 24 hours a day, seven days per week. You will need to enter code **1KG6Y3**
3. Telephonic registration is available at 1-844-321-2101 Monday through Friday, 8am to 6pm EST.
4. Choose a location to have your fingerprints electronically scanned. You can find locations at <https://www.IdentoGO.com/locations>
The recommendation from the company is to make an appointment.
5. The fee for the FBI clearance is \$22.60. You will make your payment when the prints are scanned. *Please note*; no cash or personal checks are accepted.
6. You will need to provide the UEID(Universal Enrollment ID) code to the school district
7. You **MUST** take a photo ID with you.
8. If you have questions, you may contact Identogo at 855-845-7436 or 844-321-2101

2-PENNSYLVANIA STATE CRIMINAL ACT 34 INSTRUCTIONS

An applicant has the option to apply for the clearance online or send the completed application form via mail.

ONLINE OPTION

1. The website to register is <https://epatch.state.pa.us/Home.jsp>
2. Complete the online application-Please be sure to select volunteer
3. Print the form

MAIL OPTION

1. Complete the application form available on the website under the help tab
2. Make copy of the completed application form
3. Mail to the address on the form
4. You do not send any postage paid return envelopes

3-PENNSYLVANIA CHILD ABUSE ACT 151 CLEARANCE INSTRUCTIONS

ONLINE OPTION

Apply online at <https://www.compass.state.pa.us/CWIS>

1. Create a log in
2. Retain your log in information for future use
3. Print the clearance on you receive the e-mail copy

MAIL OPTION

1. Please contact Victoria Adams at 724-693-3045 to obtain a form
2. Type or print clearly and neatly in ink Section I only
3. Address must be applicant's current home address
4. 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.
5. Application must be signed
6. Mail to the address on the form
7. You do not send any postage paid return envelopes
8. Please make copy of completed application form

4-TUBERCULIN TEST (TB TEST)Only required if you will be with students more than ten (10) hours per week**

1. The negative tuberculin test results will need to be dated within three (3) months of submission
2. The District does not supply the form for the doctor to complete. The doctor will complete their own form