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 the students more than ten (10) hours a week.

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 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 vadams@southfayette.org

1-FBI ACT 114 CLEARANCE INSTRUCTIONS

An applicant MUST register prior to going to a fingerprinting site. Registration can be completed either on the online or by telephone.

1. The website to register is www.pa.cogentid.com and is available 24 hours a day, seven days per week
2. Telephone registration is available at 1-888-439-2486, Monday through Friday, 8am to 6pm EST
3. Please be sure to go through the Department of Education, you will receive a registration number that will begin with PAE (This is the number you will need to provide to me)
4. Once you have registered online then pick a location to have your fingerprints electronically scanned
5. The fee for the FBI clearance is $27.00 and can be made online with a credit card or by bringing a Money Order/Cashiers Check payable to “Cogent Systems” to the Fingerprinting site. No cash or personal checks will be accepted. You will also have the opportunity to receive an unofficial paper copy of the clearance for $2.50
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
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 and money order
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

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 an money order

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