

CLEARANCES INSTRUCTIONS

Employment at Gretna Glen requires the following clearances:

- PSP PATCH Criminal Record Check – For Employment* (Form SP 4-164) [needed yearly]
- Child Abuse History Clearance – For Employment* (DPW) (Form CY-113) [needed every 5 years]
- Voluntary Disclosure Statement* (ACA) [needed yearly]
- FBI Fingerprinting* (Federal Criminal History Record) [needed every 5 years]

****All checked boxes will need to be completed prior to arriving at camp and sent into the office.****

Each clearance must be completed for **Employment Purposes**. We are unable to except clearances that have been completed for Volunteer purposes. Please print the payment confirmation page/provide a receipt of payment to Gretna Glen for reimbursement.

Instructions:

PSP PATCH Criminal Record Check – Go to <https://epatch.state.pa.us/Home.jsp> and click on “Submit a New Record Check”. From there, follow the directions and print out the certification. Please send the certification to camp. This clearance requires a fee of \$22 (as of 2020). Please pay it and send the receipt in with your results. Camp will reimburse you.

Child Abuse History Clearance – Go to <https://www.compass.state.pa.us/cwis/public/home>. You will need to “Create Individual Login” to complete this clearance. Please keep a record of your login information so that you can log back in to access your clearance results. When given the options for Clearance Purpose, select “Individual 14 years of age or older who is Applying for or Holding a Paid Position as an Employee with a Program, Activity or Service, as a Person Responsible for the Child's Welfare or having Direct Contact with Children.” This clearance requires a fee of \$13 (as of 2020). Please pay it and send the receipt in with your results. Camp will reimburse you.

Voluntary Disclosure – Fill out the included document and send it back.

FBI Fingerprinting – Registration starts at Identogo Home at <https://www.identogo.com/>. The PA Department of Human Services utilizes IDEMIA to process fingerprint-based FBI criminal background checks. The fingerprint-based background check is a multi-step process. Appointments to be fingerprinted are not required, but pre-registration is required either online or by phone. When you register, you will need to provide the service code: **1KG756** (employment code). Once registered, you may walk-in during a location's posted hours of operation, but scheduling an appointment may lead to lesser/no wait times.

To complete this registration, go to the website and click on the "Get Fingerprinted" button in the top right corner of the page. From there, you will need to select your state and then select the digital fingerprinting option. This is where you will need to provide the service code. Fill out your information and schedule an appointment.

Choose a fingerprinting site in your area. You can find this information for Print Locations and Hours on the IDEMIA site. You will need to bring your driver's license or an approved ID with you, as well as payment. The fee is \$23.85 (as of 2020). Following the printing, the fingerprints card will be submitted to the FBI as required by federal statute. The Pennsylvania Department of Public Welfare (DPW) will receive the Federal Criminal History Record from the FBI. The DPW will send results to the applicant via mail following the verification and screening. In some occasions, you will receive your results prior to leaving the location. Please send your results document and receipts of payment to camp for reimbursement.

YOU ARE RESPONSIBLE TO MAKE SURE THE RESULT DOCUMENTS ARE SUBMITTED TO THE GRETNA GLEN OFFICE. IT IS MANDATORY THAT WE HAVE OFFICAL VERIFICATION.