

How to Obtain Your FBI Clearance

PA Child Protective Services Law requires that all volunteers complete an FBI Clearance (§24.50) for anyone who has **not lived in PA for 10 years**. The due date for this clearance will be based on the date listed on the volunteer's last clearance. If the expiration date of the previous clearance will occur during an upcoming year, then an updated clearance will need to be completed prior to the start of that year.

Completed clearances must be submitted to the LCYIC's Program Coordinator at bhubbard@co.lancaster.pa.us.

Below is an example of a completed clearance.

pennsylvania
DEPARTMENT OF HUMAN SERVICES

[Redacted Name]

SSN: [Redacted]
TCN: [Redacted]

Your Federal Bureau of Investigation (FBI) fingerprint based record check has been processed in accordance with Public Law 92-544 and the Child Protective Services Law (Title 23, Pa C.S. Chapter 63). **The following is the result of your federal criminal history background check as of 06/25/2015.**

NO RECORD EXISTS

RECORD EXISTS, but conviction(s) **does not prohibit hire** in a childcare position according to the Child Protective Services Law.

RECORD EXISTS, but no conviction(s) is shown. **This does not prohibit hire** in a childcare position according to the Child Protective Services Law.

DISQUALIFICATION – Record exists and contains a conviction(s) that is grounds for denying employment in a childcare position according to the Child Protective Services Law.

If you are questioning the accuracy of this response, please submit court documents to support your position. You may request a copy of your record from one year following receipt of verification by making a written request to the address listed above. Applicants are encouraged to provide this verification to the prospective employer immediately upon receipt.

Sincerely,
Cindi E. Horshaw
Cindi E. Horshaw, Acting Bureau Director
Bureau of Policy, Programs and Operations

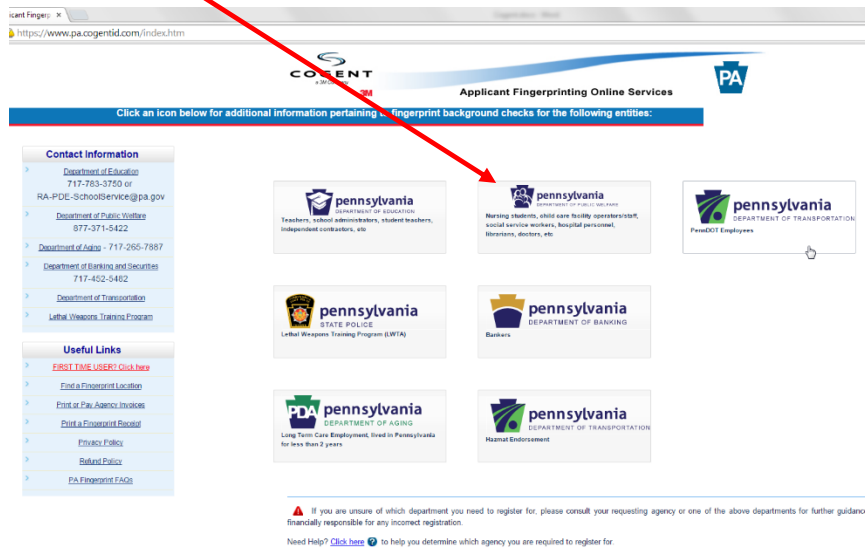
Office of Children, Youth and Families
ChildLine and Abuse Registry | Criminal Verification Unit
PO Box 8053 | Harrisburg, PA 17105-8053 | P 1.877.371.5422 | F 717.772.6533 | www.dhs.state.pa.us

Click the link below to begin completing your clearance submission.

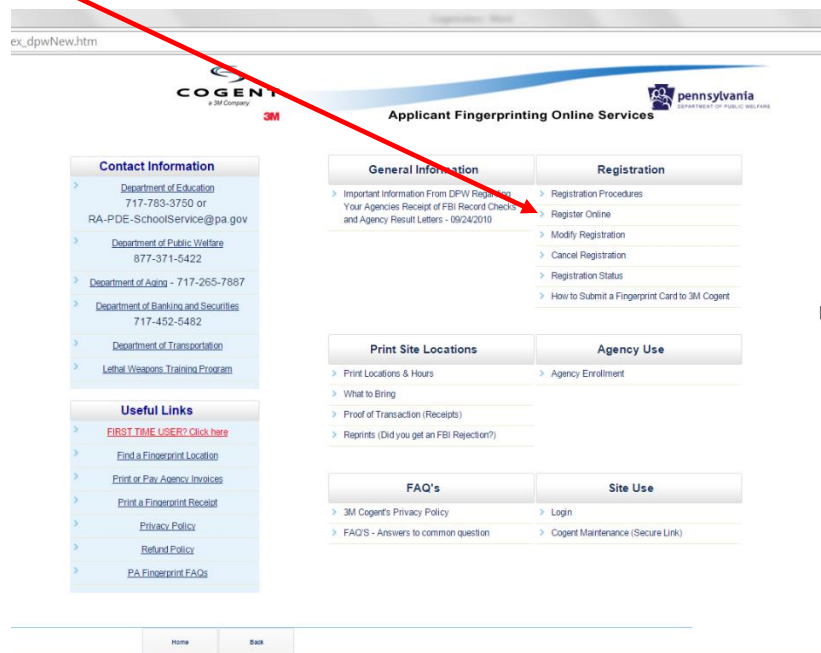
<https://pacogentid.3m.com/index.htm>

The following instructions will help guide you through the submission process.

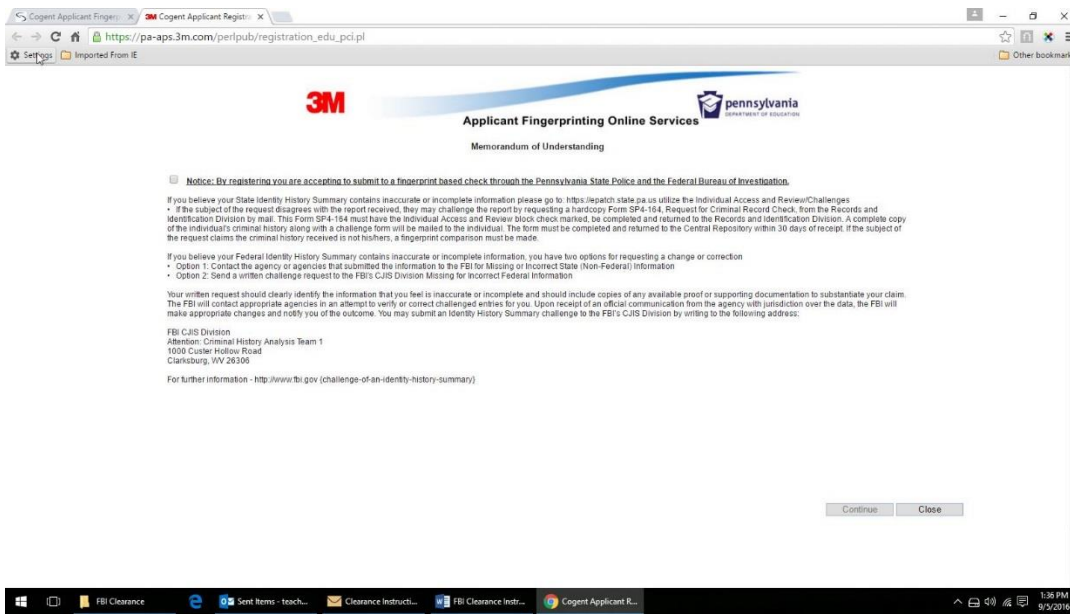
1. Click on “Pennsylvania Department of Human Services” section.



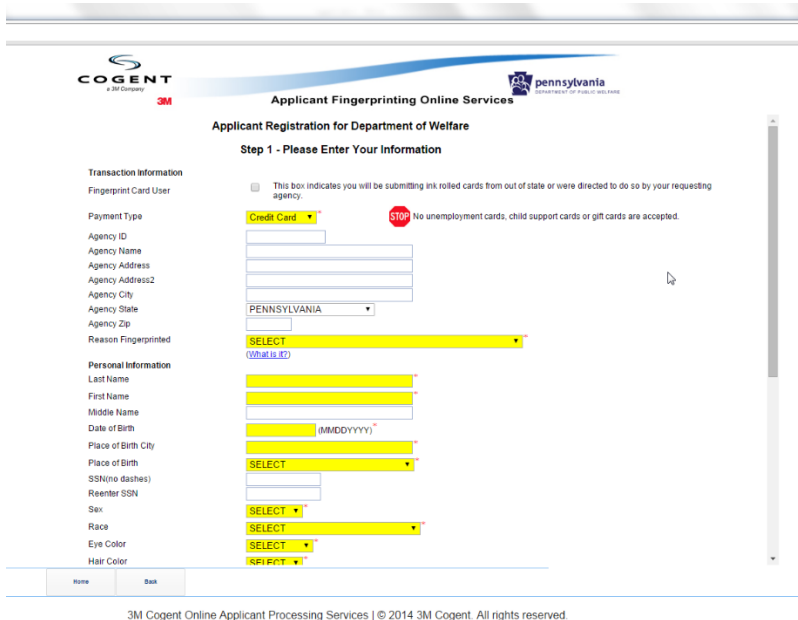
2. Click “Register Online”.



3. Agree to the Memorandum of Understanding and then click the “Continue” button.



4. Select “Credit Card” for Payment Type. Type “Lancaster County Youth Intervention Center” in the Agency Name field. Select “23PACSA6344.2 DHS VOLUNTEER” as your reason for fingerprinting. Fill out all of the other required fields with your information. Click the “Next” button.



5. Verify the information that you entered and then click the “Next” button.

COGENT
a 3M Company

Applicant Fingerprinting Online Services

pennsylvania
DEPARTMENT OF PUBLIC WELFARE

Personal Information

Last Name
First Name
Middle Name
Date of Birth
Place of Birth City
Place of Birth
SSN
Reenter SSN
Sex M
Race W
Eye Color
Hair Color
Height
Weight
Country of Citizenship US
Driver's License No.
Address
City
State
Zip
Phone #
E-Mail Address
Alias Last Name
Alias First Name
Alias Middle Initial

Next Go Back

Home Back

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6. Enter your payment information and click the “Pay” button.

v.htm

COGENT
a 3M Company

Applicant Fingerprinting Online Services

pennsylvania
DEPARTMENT OF PUBLIC WELFARE

Step 3 - Credit Card Payment

Registration Information

Registration ID: PAD151Q912059834 Name: DREW FREDERICKS
Transaction Type: CHILD CARE/SCHOOL EMPLOYEE
Transaction Fee: \$27.50

Fields with the yellow background color are required. Important notice regarding failed payments and google toolbar

Credit Card Information

Credit Card Type
Select Card Type
Card Number
Card Security Code (CSC)
*It is NOT the last 4 digits of the credit card number.
Expiration Date
Select Month Select Year
Name As It Appears On Card

Billing Address

Street Address
City State
Zip Code
Daytime Phone Number
Email Address

Pay

Home Back




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7. Print out the registration page and take it with you to one of the following UPS Store locations to get your fingerprints taken (additional locations can be found on the [Cogent website](#)):


UPS Store #3413
 Stone Mill Plaza
 1390 Columbia Ave.
 Lancaster, PA 17603

Lancaster Lebanon Intermediate Unit 13
 1020 New Holland Ave
 Lancaster, PA 17601

om/index_dpwNew.htm

Applicant Fingerprinting Online Services

 Lancaster #3413

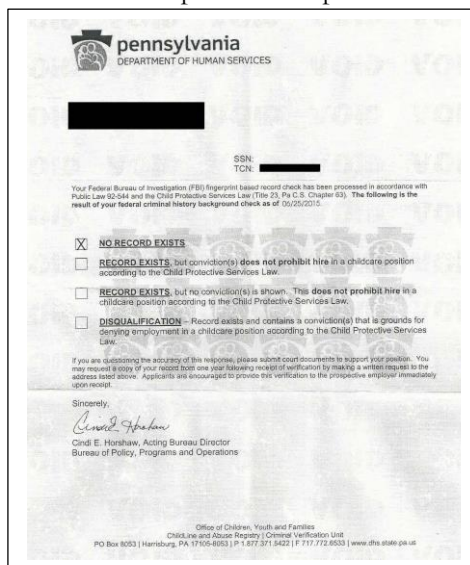
SITE INFORMATION	
Primary Service Location Address	UPS Store #3413 Stone Mill Plaza 1390 Columbia Ave. Lancaster, PA 17603
Hours of Operations	PLEASE DO NOT CALL FOR AN APPOINTMENT NO APPOINTMENTS ARE TAKEN Mon – Fri 9:00A to 5:00P Sat 9:00A to 3:00P Sun Closed Please do not overwhelm the service by sending large groups of applicants to the locations. If you have a large group of applicants to fingerprint, please contact the fingerprint site and plan for their arrival to occur over days and weeks, not hours. The fingerprint site may have a preferred method for handling large groups of applicants.
Telephone Number (Applicant Use)	717-299-9269 Please register BEFORE you arrive for fingerprinting. Registration is available online 24 hours a day seven days per week at www.pa.cogentid.com . Telephonic registration through Cogent Systems is available at 1-888-439-2486 Monday through Friday, 8AM to 6PM EST.
Web Site (Service Site Specific)	None
Schedule a Mobile Fingerprinting	No
Currently Scheduled Mobile Fingerprinting Service	None
Directions to your facility	From RT 30 take RT 741 South (Roherstown Rd) go towards Millersville. Follow
	<input type="checkbox"/> None <input checked="" type="checkbox"/> Back

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Completed clearances will be mailed to the volunteer’s home address.

Completed clearances must be submitted to the LCYIC’s Program Coordinator at bhubbard@co.lancaster.pa.us.

Below is an example of a completed clearance.



pennsylvania
 DEPARTMENT OF HUMAN SERVICES

SSN: [REDACTED]
 TCN: [REDACTED]

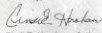
Your Federal Bureau of Investigation (FBI) Fingerprint based record check has been processed in accordance with Public Law 92-544 and the Child Protective Services Law (Title 26, Pa.C.S., Chapter 63). The following is the result of your federal criminal history background check as of 09/25/2015.

NO RECORD EXISTS – Record exists, but conviction(s) does not prohibit hire in a childcare position according to the Child Protective Services Law.

RECORD EXISTS, but no conviction(s) is shown. This does not prohibit hire in a childcare position according to the Child Protective Services Law.

DISQUALIFICATION – Record exists and contains a conviction(s) that is grounds for denying employment in a childcare position according to the Child Protective Services Law.

If you are questioning the accuracy of this response, please submit court documents to support your position. You may request a copy of your report from our year following receipt of verification by mailing a written request to the address listed above. Applicants are encouraged to provide this verification to the prospective employer immediately upon receipt.

Sincerely,

 Cindi E. Hershaw, Acting Bureau Director
 Bureau of Policy, Programs and Operations

Office of Children, Youth and Families
 ChildLine and Abuse Registry / Criminal Verification Unit
 PO Box 8003 | Harrisburg, PA 17105-8003 | P: 877.571.5421 | F: 717.772.8533 | www.dhs.state.pa.us