

Woodridge Swim Club

Background Check & Clearances

Hello,

This message is being sent to every paid employee and volunteer who has direct contact with children at Woodridge Swim Club. It is extremely important that you begin the process of updating your background/clearance checks per Act 153, a state law that requires new/updated clearances for all individuals who interact directly with children.

A few of you may have already provided us with updated clearances due to other jobs currently held (babysitting, nanny, tutoring, etc.). If you have already obtained updated clearances, please disregard this message and upload a copy of your clearances [here](#). If you have not yet applied to obtain your clearances, please do so immediately. The state mandates that we have all of your background/clearance checks filed before you start your employment.

Attached are instructions to help you complete the online applications for all three clearances. There are three different application forms that need to be completed; the clearances and fees are listed below:

1. [PA State Police Criminal Record](#)
2. [Child Abuse History Clearance](#)
3. [FBI Criminal History](#)

Online Clearance Service Code (If needed)

1KG756

“One”KG756

You must complete the required online applications for all three clearances as soon as possible.

Upon receipt of copies of your clearances, the board will fully reimburse you for the fees of the clearances. Please keep in mind that you need to update your clearances every five years. We are asking that you use the online application process for obtaining the clearances; we will have the results much sooner by using the online process.

Please let us know if you have any questions about this process.

Thank you,
Woodridge Swim Club Hiring Team

ACT 153 EMPLOYEE BACKGROUND CHECKS DIRECTIONS FOR COMPLETION

All prospective employees of Woodridge Swim Club who have or will have direct contact with children are required by law to submit a report of the prospective employee's criminal history record information from the Pennsylvania State Police.

Clearance #1 – PENNSYLVANIA STATE POLICE REQUEST FOR CRIMINAL RECORD CHECK FORM

Instructions for completion of online application:

Apply online at <https://epatch.pa.gov/home> with a credit card. You may need to copy and paste the link.

1. Click on "Submit a New Record Check" > Individual Request
2. Click on "Record Check" > "Check Status" > enter your control number (sent via email) and information
3. Double-click on the words "Certification Form" to print the certification form.
4. Upload a copy of the form [here](#)

Clearance #2 – PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

Instructions for completion of online application: Apply online at www.compass.state.pa.us/cwis with a credit card.

- Create a new account (or login if you already have an account).
- Login and complete the application – results are available immediately.
- Upload a copy of the document [here](#)

Clearance #3 – FBI FEDERAL CRIMINAL HISTORY RECORD (Digital Fingerprinting)

Instructions for completion of online application:

The fingerprint-based background check is a multiple-step process:

1. The applicant must register prior to going to the fingerprint site. Walk-in service without prior registration will not be provided at any fingerprinting location. Registration is completed online or over the phone.
 - a. **Online:** Go to www.identogo.com > Digital Fingerprinting > Enter Service Code: **1KG756**
(Note: if you do not have a photo ID, when prompted to select the Document you will bring to your appointment, select "Photo ID Waiver for Minors". You can [download the waiver here](#).
 - b. **Telephone:** Call 1-844-321-2101 and listen to the options menu.
2. Upload a copy of the document [here](#)