

# Township of Upper St. Clair

## Instructions for obtaining Child Abuse History Clearances

Important! Once you receive all the forms, you MUST turn in a copy of all 3 to your Supervisor before starting employment.

Volunteers are not required to obtain the FBI certification as long as they can swear or affirm in writing that they are not disqualified from service based upon a conviction of an offense under § 6344 and have been a resident of PA for the past 10 years. If you have any questions, contact:

**Jackie McDonnell, HR Manager at 412-831-9000 or [mcdonnell@twpusc.org](mailto:mcdonnell@twpusc.org)**

### Paid Positions

1. Child Abuse Clearance: \$13.00  
<https://www.compass.state.pa.us/cwis/pub/home>
  - Click on "Create individual account"
2. State Criminal Record Check: \$22.00  
<https://epatch.state.pa.us/>
  - Click on "Submit a new record check"
3. FBI-Fingerprints: \$25.25  
<https://uenroll.identogo.com/>
  - Enter 1KG756 as the Service Code
  - Click Schedule or Manage Appointment
  - Complete all pages and click submit. (For the employer do not put punctuation after St Type as follows:  
Township of Upper St Clair).
  - Print the final page before clicking DONE.

USC Police is an Identogo location

### Volunteers (unpaid position)

1. Child Abuse Clearance  
<https://www.compass.state.pa.us/cwis/public/me>
    - Click on "Create individual account".
  2. State Criminal Record Check  
<https://epatch.state.pa.us/>
    - Click on "Submit a new record check"
    - Provide written affirmation that you have been a resident of PA for 10 years and that you are not disqualified from service based upon a conviction of an offense under § 6344.
- OR-**
3. FBI -Fingerprints: \$23.25  
<https://uenroll.identogo.com/>
    - Enter 1KG6ZJ as the Service Code
    - Click Schedule or Manage Appointment
    - Complete all pages and click submit
    - Print the final page before clicking DONE.

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