Access
Foster Care & Adoption

To Process FBI Clearance Instructions:

Over the Phone: Call (855)845-7434 and provide them with Service Code

- Foster Parent Service Code 1KG71B
- Family member living in home Service Code 1KG76Q

Online:

- Visit the IdentoGO website : https://uenroll.identogo.com/
- Enter Service Code : 1KG71B
- Click on "Schedule or Manage Appointment".
- Complete Registration

For Either Method Be Sure To:

- Write down any confirmations #s provided
- Visit IdentoGO locations website to find a fingerprint location site nearest you: https://www.identogo.com/locations/pennsylvania
- You will need to present your driver's license at the time of fingerprinting
- Bring along any confirmation #s provided to you when you go for fingerprinting

To process the Pennsylvania Criminal Record Check on-line and pay with credit card ($22) go to: **https://epatch.state.pa.us/Home.jsp**

- Click on "Submit a New Record Check"
- Accept terms and conditions
- Choose "Individual Request" and then click continue
- In the drop down where it says "Select a Reason" choose foster care
- Fill in your personal information and click "Next"
- Review information to ensure accuracy
- Click on proceed
- Fill in your personal information again and then click "Enter This Request"
- Click "Finished"
- Click "Submit"
- Click "Checkout"
- Enter your credit card information
- Once payment is complete you will see the results
- Click on the control number
- Click "Certification Form"
- This is the certificate we need for your file—you can either print, save it to your computer and email it, or take a picture of the certificate and text to the appropriate person

To process the Child Abuse Clearance on-line and pay with credit card ($14) go to:
https://www.compass.state.pa.us/cwis/public/home

- Click on "Create Individual Account"
- Click "Next"
- Complete information and click "Finish"
- Check your email for your temporary password
- Either write down the temporary password or highlight it and then right click to copy
- Return to the website: https://www.compass.state.pa.us/cwis/public/home
- Click on "Individual Login"
- Click "Access My Clearances"
- Click continue at the bottom of page
- Enter username and either type in or paste your temporary password
- Under security questions click on "Start"
- Enter your answers and click "Next"
- Click on "Select" under the appropriate device you are using
- Change your password and continue
- Return to the website: https://www.compass.state.pa.us/cwis/public/home
- Click on "Individual Login"
- Click on "Access My Clearances"
- Click on "Continue" at the bottom of the page
- Login using your new password
- Click that you understand and agree to the "My Child Welfare Account Terms and Conditions" and click next
- Click "Continue" at the bottom of the page
- Click "Create Clearance Application"
- Reading information and then click "Begin"
- Choose appropriate application purpose—either "Foster Parent" or "Individual 18 years or older who resides in the home of a foster parent for at least 30 days in a calendar year" then click "Next"
- Enter personal information then click "Next"
- Enter personal information, answer questions then click "Next"
- Add previous addresses then click "Next"
- Add household members then click "Next." NOTE: You must include a parent's name, even if you haven't lived with them since 1975.
- Review application summary then click "Next."
- Click on certification of information, type your name in signature section, then click "Next"
- Click "No" to the question asking for a code
- Click "Make a Payment" and follow payment instructions
- You will be directed to the page that says, "Submission Confirmation." The status should say "Success." You can then log out
- You will receive a confirmation email. Once the results are in, you will receive email notification. To access the results, return to the login page: https://www.compass.state.pa.us/siteminderagent/ and log back in.
- Click on "To view the results, click here" to view the certificate you need to submit for your file—you may save and email, print, or take a picture and text to the appropriate person.