

# Carnegie Library of McKeesport

## Clearances

- **If age 18 or older**, all **3 clearances** are required to apply for a job at this library.
- Each clearance is *valid for one calendar year* from date of issue.

### 1) PA State Police Request for Criminal Records (Act 34)

- <https://epatch.state.pa.us/Home.jsp>

### 2) Child Abuse History Clearance (Act 151)

- <https://www.compass.state.pa.us/cwis/public/home>

### 3) Federal Criminal History Background Check, with Fingerprinting (FBI) (Act 114)

- You need to find out your service code, and two different places control service codes. *Please check with your employer if you are unsure!*
- For work in a **school** (or volunteering at a school), use PA Dep't. of Education. Service codes are listed on the right:  
<http://www.education.pa.gov/Teachers%20-%20Administrators/Background%20checks/Pages/Federal-Criminal-History-Background-Checks.aspx>
- For **non-school** employers, use PA Dep't. Of Human Services. Scroll about ¾ of the way down this page:  
<http://www.dhs.pa.gov/publications/findaform/childabusehistoryclearanceforms/index.htm>
- IDEMIA or Identogo is the company you pay for the FBI check.
- You will need a service code when you apply: <https://uenroll.identogo.com/> (it's 1KG738 for the library)
- You will then need to take a paper receipt to a fingerprinting location.

- If volunteering, *MIGHT* be exempt. See <http://keepkidssafe.pa.gov> and your local organization for details.
- **Minors between ages 14 and 17** who wish to work at the library have different requirements – they need to pay for items 1 and 2 above. Then if their parent fills out an affirmation form, they don't have to complete item 3 above. Minors will also need working papers from their school.