

July 2026

Clearances guidelines for Career & Civic Engagement programs

In accordance with the Pennsylvania Child Protective Services Law (CPSL) known as Act 153, Bryn Mawr College requires all students who will be interacting with minors through one of the College's student employment, volunteer service, or community-engaged learning programs to obtain three different clearances.

Together these clearances are known as the Child Protection Clearances: Pennsylvania Child Abuse History (PACA) through the PA Department of Human Services; Pennsylvania Access to Criminal History (PATCH) through the PA State Police; and FBI Criminal History Background Check.

These clearances processes and timelines are managed by state and federal agencies, not by Bryn Mawr College. These processes may change and update. The best place to get answers will always be the agencies themselves.

For each clearance, you will receive your results by email. Before opening your results, make sure you are able to download and save the official copy (not a copy with an "unofficial" watermark) as a pdf to your permanent files. In many cases, you can't log in twice to get these results. Once you have downloaded your clearance results, reach out to your program contact for next steps.

The PA Child Abuse History clearance

- **Managed by:** Commonwealth of Pennsylvania's Department of Human Services
- **Cost:** Free for volunteers
- **Timeline:** Digital results may be immediately available, or they may take up to two weeks to process.
- **Website:** <https://www.compass.dhs.pa.gov/cwis>
- **Support:** PA Child Welfare Information Solution Support Center 1-877-343-0494

The PA Criminal History clearance

- **Managed by:** Pennsylvania State Police's PATCH system
- **Cost:** Free for volunteers
- **Timeline:** Digital results may be immediately available, or they may take up to two weeks to process

- **Website:** <https://www.pa.gov/services/psp/request-a-criminal-history-background-check>
- **Support:** PATCH Helpline 1-888-QUERY-PA (1-888-783-7972)

The Federal Bureau of Investigation Criminal History Background Check clearance (“fingerprinting clearance”)

- **Managed by:** FBI and processed through IdentoGO by IDEMIA
- **Cost:** \$22.95 for volunteers*
- **Timeline:** You must first schedule an appointment through the IdentoGO website, then go in person to a participating agency to be fingerprinted. The closest agency to campus is AAA in Ardmore, and there are many others. From the time you have completed your fingerprinting appointment, digital results often take up to two weeks to process.
- **Website:** <https://www.pa.gov/agencies/dhs/resources/keep-kids-safe/child-abuse-clearances/fbi-fingerprinting>
- **Support:** For questions about the DHS FBI background check, contact the ChildLine Verification Unit at [717-783-6211](tel:717-783-6211) or [1-877-371-5422](tel:1-877-371-5422). For IDEMIA registration, processing, or billing questions, please contact IDEMIA/IdentoGo at [1-844-321-2101](tel:1-844-321-2101).

***Options for paying for the Federal Bureau of Investigation Criminal History Background Check clearance (“fingerprinting clearance”):**

Self pay and receive reimbursement

- Use your own method of payment when making your appointment.
- Email Sydney Robertson (srobertso1@brynmawr.edu) with payment receipt, BMC ID number, campus mailbox and name of your Civic Engagement program or Praxis course. Reimbursement is processed by Accounts Payable and direct deposited in about two weeks.

OR

Request prepayment code from Civic Engagement

- Complete the request form here:
https://forms.cloud.microsoft/pages/responsepage.aspx?id=exFLyWNh_UeT-LgAGASub5eRcXJi-jVNgNfU_a8shnhUNVFTM00wMVc2TVM5V1BOTkpLTjdJVjk4RS4u&route=shorturl

- You will receive an email with an IdentoGO prepayment code and instructions. Be aware that an IdentoGO payment code is not the same as a Service Code. You will receive both codes in your email.

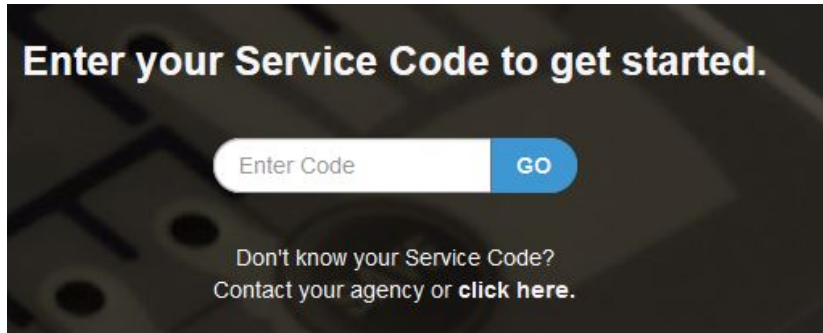
Clearances Process for students updated **August 2026**

1. Process for **PA Child Abuse History Clearance** [free for volunteers]
 - a. <https://www.compass.state.pa.us/cwis/public/home>
 - b.  Create an account
create your *Keystone ID*
 - c. > *Individual log on* > *access my clearances* > *continue*
 - i. *E-mail*: Enter your email address. The system will send a temporary password to this email.
 - ii. *Update Password*
 - iii. Set your *Security Questions*
 - d. Create a new clearance and fill out all the necessary information.
(choose to receive results electronically instead of as a paper copy)
 - a. Reason: *Volunteer with children* > Other > *Bryn Mawr College*
 - b. You will be notified by email when the clearance is ready (sometimes immediately, sometimes after several days)
 - e. Download the finished PDF form. Give a copy to your program's coordinator and always save a copy for your own records.
2. Process for **PA Criminal Background Clearance** [free for volunteers]
 - a. <https://epatch.pa.gov/home>
 - b. *New Record Check (Volunteers Only)* > *click box and Accept*
 - c. *Personal Information* – enter required fields only
 - i. *Reason for Request*: VolunteerFREE
 - ii. *Volunteer Org Name*: Bryn Mawr College
 - iii. *First Name*
Last name
 - iv. *Address Line 1*: 101 N Merion Avenue
 - v. *City*: Bryn Mawr
 - vi. *State*: PA
 - vii. *Zip*: 19010
 - viii. *Country*: UNITED STATES
 - ix. *Phone Number*
 - d. > *Next* > *Proceed*
 - e. Enter the relevant information. Requests take a few minutes to process. There will be a "Status" column that lists the results. Once the results are returned,
 - i. Click on the "Control #" – a new screen will pop up
 - ii. Click "Certification Form" (middle of the screen above the "BACK" button) - A new window will pop up. Click "OK" when the message about printing pops up.
 - iii. Download the finished PDF form. Give a copy to your program's coordinator and always save a copy for your own records.
3. Process for **FBI Fingerprinting**

The Federal Background Check requires fingerprinting and costs approximately \$25. Career & Civic Engagement Center will reimburse students for the cost of this clearance. Upon request, we can also provide prepayment codes. The closest location to campus for fingerprinting is the AAA in Ardmore. Results will be sent directly to you. Contact your Praxis advisor or program supervisor for details.

Obtaining FBI Clearance through IdentoGO

1. Go to <https://uenroll.identogo.com/>
2. Enter your SERVICE CODE (not your Authorization/Payment code) to get started: **Your service code is 1KG6ZJ. If you enter the 17-digit payment code in the Service Code field, you will receive an error message saying, “Invalid Service Code”. The 17-digit payment code should be entered in at the payment section under Authorization Code or Coupon Code.**

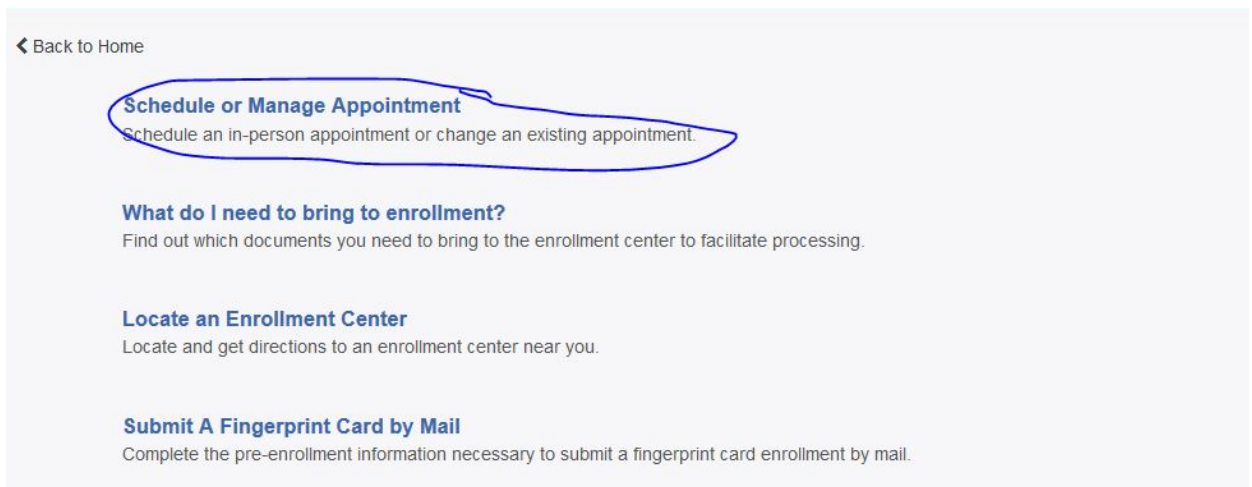


Enter your Service Code to get started.

Enter Code GO

Don't know your Service Code?
Contact your agency or [click here](#).

3. Click on “Schedule or Manage Appointment”



◀ Back to Home

Schedule or Manage Appointment
Schedule an in-person appointment or change an existing appointment.

What do I need to bring to enrollment?
Find out which documents you need to bring to the enrollment center to facilitate processing.

Locate an Enrollment Center
Locate and get directions to an enrollment center near you.

Submit A Fingerprint Card by Mail
Complete the pre-enrollment information necessary to submit a fingerprint card enrollment by mail.

4. Complete a series of personal questions. You will be asked whether you have an Authorization code to use as payment. Click “YES” to this question.



Please answer the questions below. Then click 'Next' to continue or 'Cancel' to exit.

* Have you ever used an alias?

* Is your mailing address the same as your residential address?

* Do you have an Authorization Code (Coupon Code) that you will be using as a method of payment?
NOTE: Please have Authorization Code available to enter on the website later in the scheduling process.

5. During the registration process you will be asked for an email address and will be asked to create a security question and a security answer. It is very important that once you create the security question and answer that you retain this information. Three unsuccessful logins will prevent you from retrieving your results electronically. In order to prevent any unauthorized release of information, your security information cannot be reset.

6. Select the required documents to bring to your FBI fingerprinting. This question is asking what documentation or proof of identification will you bring to your appointment (ex. State ID, State driver license or Permanent Resident cards). See a list of acceptable documents on page 4.

The screenshot shows a web form titled "Documents" in blue text. Below the title is a section labeled "* Document" in bold. Inside this section is a text input field containing the text "Driver's License issued by a State or outlying possession of the U.S.". Below the input field is a note that reads "* Does the name you are enrolling under match the name on all documents selected?".

7. Enter a Postal Code, City, Airport Code or Special Location Access Code to 'Search' for a location to schedule your appointment. After entering a postal code, you will see a list of available places to get your fingerprints completed.

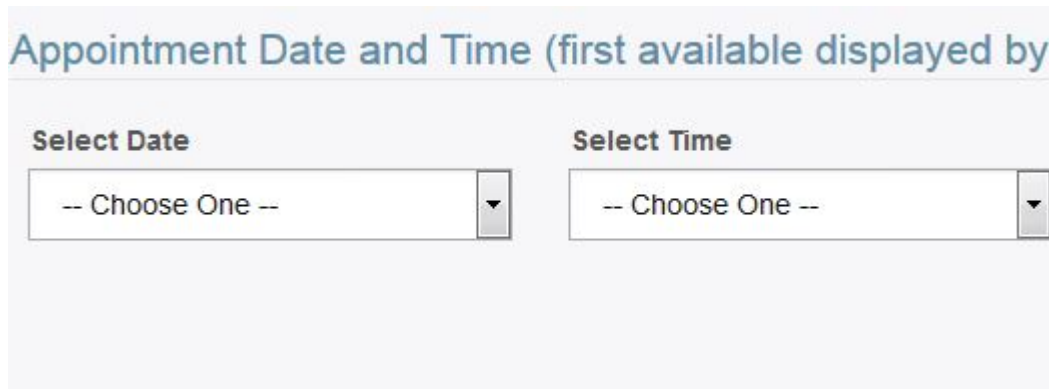
The screenshot shows a web form titled "Search for an Enrollment Center by Postal Code, City and State, or Ai". Below the title is a search bar with the text "19104" entered. To the right of the search bar are two buttons: "Use My Location" with a location pin icon and "Search" with a magnifying glass icon. Below the search bar is a green banner with the text "• All Locations will be closed Christmas Day, Mon, 25 Dec 2017, unless".

8. After choosing a location to complete your FBI fingerprints, the website will ask you to enter your authorization (payment) code (a 17 digit code). After entering your authorization code, click on “Apply Coupon”.

9. Each Authorization code is unique and can only be used one time. You can find this authorization (payment) code in the same email you received this document.

The screenshot shows a web form titled "Enter Payment Information". Below the title is a text input field for the "Authorization Code". To the right of the input field is a blue button labeled "Apply Coupon". Above the input field is a note that reads "Please enter your payment information below. Then click 'Next' to comp".

10. Choose a date and time to get your FBI fingerprints completed.



The screenshot shows a web form titled "Appointment Date and Time (first available displayed by)". Below the title, there are two sections: "Select Date" and "Select Time". Each section contains a dropdown menu with the text "-- Choose One --" and a small downward-pointing arrow on the right side of the box.

11. Review your service summary.

12. Go to your FBI fingerprint location. Bring documentation of identification to your appointment.

13. Shortly after your fingerprints have been taken and a result can be provided, you will receive an email. You will be advised to click on the link within the email and enter the security question and answer. If you lock yourself out of the security question and answer, the result will be transmitted by US Mail. Current Mailing timelines take 7-10 business days to reach the intended destination.

14. When you access the results, it is important that you be able to download it, save it and print it for future needs. There will be no second access to this electronic result.

15. Once you have your Official Clearance, contact your Praxis or program supervisor for next steps.

ACCEPTABLE FORMS OF IDENTIFICATION

Primary, Secondary and Supporting Documents

Primary Identification Document - *State driver's license or State Identification card*

As a primary form of picture identification, a state-issued driver's license may be presented by an applicant when being fingerprinted. For those applicants without a driver's license, a state identification card may be presented if the state's identification card standards are the same as for the driver's license.

Secondary Identification Documents - *In the absence of a driver's license, applicants may provide one or more of the following Secondary Documents:*

- State/Government Issued Certificate of Birth
- US Active Duty/Retiree/Reservist Military ID Card (000 10-2)
- Passport (current)
- Social Security Card
- Certificate of Citizenship (N560)
- Certificate of Naturalization (N550)
- INS I-551 Resident Alien Card Issued since 1997
- INS 1-688 Temporary Resident Identification Card
- INS I-688B, I-766 Employment Authorization Card

Supporting Documents - *If Secondary Documentation is provided as proof of ID, it must be supported by at least two of the following Supporting Documents with Name and current Address:*

- Utility Bill
- Voter Registration Card
- Vehicle Registration /Title
- Paycheck Stub
- Cancelled Check or Bank Statement