



There are three required background checks for **ALL** Baldwin-Whitehall School District Employees:

1. **Act 34** - State Police Criminal History Record
 - Can be completed on-line at:
[http://www.portal.state.pa.us/portal/server.pt/community/background_checks_\(act_114\)/7493/federal_criminal_history_background_checks/601327](http://www.portal.state.pa.us/portal/server.pt/community/background_checks_(act_114)/7493/federal_criminal_history_background_checks/601327)
 - Reason for the request = **EDUCATION**

2. **Act 33/151** - Dept of Public Welfare Child Abuse Report
 - Can be completed on-line as of December 31, 2014 at:
<http://www.compass.state.pa.us/CWIS>
 - Reason for the request = **SCHOOL EMPLOYEE**

3. **Act 114** - Federal Criminal History Record Information (CHRI) – FBI Fingerprint Report
 - Must be completed on-line at:
<https://www.pa.cogentid.com/index.htm>
 - Must be submitted through the **Pa Department of Education**
 - Reason for the request = **SCHOOL DISTRICTS**
 - Once you have submitted your information and receive a reference number, you must complete the process by having your fingerprints done at a designated Fingerprint Location (ie: AIU Building in the Waterfront)

NOTE: There is a fee for each Clearance.

If you have any questions, please contact HR at 412.884.6300 ext. 7460