

## **ACT 34 PA CRIMINAL BACKGROUND CLEARANCE**

Act 34 of 1985 specified that employees of public and private schools and their contractors hired as of January 1, 1986, must undergo background checks. School districts may hire residents of Pennsylvania for a provisional period not to exceed 90 days, pending this clearance. During this period, they must work in the direct vicinity of a permanent employee. If an employee is continuously employed with the same district or contractor, background checks are good indefinitely. Any break in service with that district or contractor will require a new background check.

### **PROCEDURES:** (choose one of the following options)

#### **1) Processed by the Application on the Internet:**

- 1) New users log onto <https://epatch.state.pa.us/Home.jsp> and select "Submit a New Record Check" under credit card users.
- 2) Provide required name and address information.
- 3) Enter credit card information to access clearance. The cost for the clearance is \$10.00.
- 4) For all "*No Record*" statuses, the certificate must be printed out at your computer. If a request is "*Under Review*" it will be updated to the status of "*No Record*" or "*Record*" within two weeks. A "*Request Under Review*" response does not necessarily mean that the individual has a record. All "*Record*" status requests will be mailed to the address provided by the requester.

#### **2) Processed by DASD:**

- 1) Complete the Act 34 Background Clearance application form.
- 2) Bring application and \$10.00 money order payable to DASD to the Human Resources Office.
- 3) Results will be kept in requestor's Personnel file. If the requestor would like a copy for their clearance, please request it at the time of processing.

Requester should present a copy of the Criminal Record History document to the prospective employer(s).

**ALL BACKGROUND CHECKS ARE VALID FOR ONE YEAR FROM DATE ISSUED**