

## **-HOW TO OBTAIN THE NECESSARY DOCUMENTS-**

### FBI Clearance

- Go to [www.pa.cogentid.com](http://www.pa.cogentid.com)
- Click Pennsylvania Department of Education
- Click Register Online
- Read Disclaimer, check box and click continue
- Fill out application, for field titled "Reason Fingerprinted," select "SCHOOL DISTRICTS"; and please remember to check box that says: "I request a copy of the report be mailed to the address on my application; there is an additional \$2.50 processing fee."
- Click next, follow payment procedure online, and print "Proof or Fingerprint Submission"
- Take "Proof or Fingerprint Submission" to one of the listed fingerprinting sites to get fingerprinted.
- The clearance results will be mailed to you.

### Criminal Background Clearance

- Go to [epatch.state.pa.us](http://epatch.state.pa.us)
- Click "Submit a New Record Check"
- Fill out information and follow the instructions (you may pay online)
- Print out clearance

### Child Abuse Clearance

- Go to [www.dpw.state.pa.us](http://www.dpw.state.pa.us)
- Under "Most Downloaded Forms," click "Pennsylvania Child Abuse History Clearance Form (CY113)"
- Print form and mail with \$10.00 money order (this cannot be submitted online).
- The clearance results will be mailed to you.

### High School Diploma

**Q:** How do I obtain a copy of my high school diploma (The School District of Philadelphia only)?

**A:** Former students may request a copy of their high school diploma by submitting a written request to the high school they attended. When sending your request, please include:

- Name used while in school
- Year of graduation
- \$5.00 money order made payable to The School District of Philadelphia