



TWIN PINES FAMILY SERVICES, LLC

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CLEARANCE INSTRUCTIONS

Note:

- ✓ Clearances are to be completed at the expense of the applicant.
- ✓ “Volunteer” clearances will not be accepted.

For potential employment or internship:

- ✓ Renew every four years.
- ✓ Purpose must state for “employment”.
- ✓ Clearances must be valid within the preceding six months of hire.

For potential foster/adoptive parents AND anyone age 14+ that resides in the home:

- ✓ Renew every four years for foster parents. Renew every five years for anyone else.
- ✓ Purpose must state for “adoption” OR “foster care”; “employment” accepted but not preferred.
- ✓ Clearances must be valid within the application/approval year.
- ✓ If one has ever resided in another state, clearances may need to be obtained from that/those state(s) in order to receive the FBI Clearance.

- ❖ CHILD ABUSE CLEARANCE • www.compass.state.pa.us/CWIS • \$13.00
 - Must be completed through the Department of Human Services.
 - The quickest method is to submit the application online – you must create an account.
- ❖ PA STATE POLICE CLEARANCE • <https://epatch.pa.gov/home> • \$22.00
 - Wait for Child Abuse and FBI Clearances to come in before doing this clearance.
 - Click **Certification Form** at bottom of page and print the document with the seal.
 - Submit all pages that are attached to the document.
- ❖ FBI CLEARANCE • <https://uenroll.identogo.com> • \$24.95 (ONLY 18+)
 - Must be completed through the Department of Human Services.
 - Search for the nearest “fingerprinting” location to you.
 - The location may require a scheduled appointment and/or offer walk-in times.
 - Pay at the location, not when registering on-line.
 - Locations accept credit/debit cards or a cashier’s check. NO CASH
 - A code is needed to register (Prices are subject to change):
 - Employment/Internship – **1KG756**
 - Prospective Adoptive Parent – **1KG72V**
 - Foster Parent Only – **1KG71B**
 - *Remember:* Bring the form of identification listed on your registration to the appointment.
 - The location may also take your picture for reference of your description.