

Background checks required in PA for Dental Employees.

Please use this summary as a guideline to help you be compliant in your practices.

1) Report of criminal history from PA State Police

<https://epatch.state.pa.us/>

Click "submit a new record check" requires credit card

Do not select the "volunteer" link.

Select individual request

Fill out online, pay the \$8.00 with a credit card and you will receive a report. Print it out.

If you have no computer you can do it by mail. You can fill out a form SP4-164 and mail it in..

http://www.dhs.pa.gov/cs/groups/webcontent/documents/form/s_001769.pdf

2) Child Abuse History from PA Department of Human Services

Electronic submission <https://www.compass.state.pa.us/CWIS>

Choose Individual account. You will be asked to create a Keystone ID. This will be your user name. Be sure to write it down. You will also need to enter an email address. Once you get the first part complete, a temp password will then be emailed to your chosen email address. Now you will log into your individual account using your KeyStone ID and the temp password that was emailed to you. Fill out the security questions. You will be asked to make a new personal password. Once done, you will be asked to close the browser again and restart. Re-login and choose "Create Clearance Application" to obtain an ID number. Answer the series of questions and select on "Reason for clearance application" as *Purpose Individual 14 years of age or older who is Applying for or Holding a Paid Position as an Employee with a Program, Activity or Service, as a Person Responsible for the Child's Welfare or having Direct Contact with Children*

Be prepared to enter any previous addresses you lived at, reviewing www.AnnualCreditReport.com website may help if you can't remember. Be sure to only go to this one, there are scammers with very similar site names so type carefully.

3) Fingerprint Based Federal Criminal History

https://www.pa.cogentid.com/index_dpwNew.htm

Register and pay the \$25 fee to obtain a registration ID. You MUST print the form and take the printed form with you when going to a fingerprinting center. There are various fingerprinting locations throughout the state.

https://www.pa.cogentid.com/ohio/DPW/DPW_map/DPW_Regions_Clickable.html