



*A program of Jewish Family Service  
of Greater Harrisburg, Inc.*

## Background Check Requirements for Adoptive & Resource Family Profiles/Home Studies

Pennsylvania Child Protective Service law requires that many members of your household complete background checks prior to approval as an adoptive resource. The following list is provided to help you get started on these requests.

### **Pennsylvania State Police Criminal Clearances**

Each household member over 18 years of age, including adult children who are in the home for more than thirty (30) days each year, must complete a request for Pennsylvania State Police Background Check. The cost is \$22 for each clearance. You have two choices to obtain this clearance:

- Mail the form and a money order to cover each request to the state police
- Go on-line to <http://epatch.state.pa.us/Home.jsp>, which allows you to download the clearance and pay by credit card or request the clearance on-line. **You can then print the clearance by clicking on the control number.**

### **Pennsylvania Child Abuse Clearances:**

To find another state's child abuse form and process, go to:

[http://www.hunter.cuny.edu/socwork/nrcfcpp/downloads/policy-issues/State\\_Child\\_Abuse\\_Registries.pdf](http://www.hunter.cuny.edu/socwork/nrcfcpp/downloads/policy-issues/State_Child_Abuse_Registries.pdf)

Each household member over 18 years old, including any adult children who are in the home for more than thirty (30) days each year must complete a Pennsylvania ChildLine clearance. The cost is \$22 for each clearance. There are two ways to get this form:

- **THE BEST WAY** to get your Childline is to sign onto an account at <https://www.compass.state.pa.us/CWIS/Public/Home>. Create an individual account (there are multiple layers of security so be prepared to go to your personal email as part of this process). If you already have an account for another purpose, just go back to it. Once the system stores all your information you won't have to provide it again. The system will take you through the registration process and at the end you will be told to check back in 48-hours to obtain a copy of your clearance. If JFS is paying for your clearance, you will be given a code to apply at the payment screen.

- **If you do not have access to the internet or prefer to not use the electronic system:**

You pay print the form provided here in a PDF format

[http://www.dhs.pa.gov/cs/groups/webcontent/documents/form/s\\_001762.pdf](http://www.dhs.pa.gov/cs/groups/webcontent/documents/form/s_001762.pdf), or ask your Adoption Coordinator to print the form for you. The form must be submitted with a money order for the required fee (\$22) unless you have a code.

## FBI Fingerprint clearance.

Each adult over 18 years of age, including adult children who are in the home for more than thirty (30) days each year, must complete an electronic fingerprint card at an IdentiGO site near them. The instructions for pre-registration by phone or on line are attached. The cost is \$25.75 per person. The electronic fingerprints are sent to the State Police to be run and the results are forwarded to the Department of Public Welfare, who interprets them. **The letter they issue is required for approval to adopt.**

If you are adopting internationally, the FBI fingerprints must be done in addition to fingerprint cards that is submitted to USCIS.

### **INSTRUCTIONS to complete FBI fingerprints**

- 1) **Go to the IdentiGo website at <https://uenroll.identogo.com/>. If you don't have access to the internet, contact your adoption coordinator**
- 2) In the box for Service Code, you MUST use the code: 1KG72V
- 3) **Follow the instructions to register.** You will be asked to pick a site and time to submit the fingerprints, and you must also identify the type of identification you will be providing when you get to the site.
- 4) **Payment:** if JFS if paying for your clearances, you will be provided a code to use on the payment screen. The beginning of the code will be 1KG72, so make sure they match. Otherwise, arrange payment
- 5) **Get fingerprinted:** The applicant will need to present an approved type of photo identification.
- 6) **Wait for results:** After the process is complete, the applicant's scanned fingerprints will be electronically transmitted to the Pennsylvania State Police, who in turn submit the fingerprints and demographic information to the Federal Bureau of Investigation. The Department of Public Welfare will receive the completed federal criminal history record check from the Federal Bureau of Investigation. ChildLine will then forward a letter with the results to the applicant. If the applicant does not receive the Criminal History Record from DPW within three weeks after being fingerprinted, they should call (717) 783-6211.
- 5) **Give the letter to your Adoption Coordinator:** The letter is an official record and needs to be given to your adoption/foster care coordinator for your file. You cannot receive approval as either a foster parent or adoptive parent without this document.

## **Child Abuse Clearances from Other States**

If anyone in the household has lived outside of Pennsylvania in the past five (5) years (since age 18 if you are adopting internationally), then they **must** obtain a child abuse clearance from that state also. There are some important steps to this process:

1. Ask the adoption coordinator for a list of child abuse clearances for other states.
2. Complete the form for a child abuse check in that state, and
3. Mail the completed form, a cover letter, and any required fees to The Department of Public Welfare at DPW, P.O. Box 8170, Harrisburg, PA 17105-8170. A sample cover letter is offered below. The Department of Public Welfare will obtain the other state's results and interpret them based on Pennsylvania law, and the results will be mailed to you.
4. **Your home study will not be approved until we get a letter from DPW saying they have cleared the other state's clearance.**

### **Sample Cover Letter for other state child abuse clearance**

Department of Public Welfare  
P.O. Box 8170  
Harrisburg, PA 17105-8170

To whom it may concern;

I am applying to adopt a child. I have lived in Virginia and North Carolina in the past few years, and need to obtain child abuse clearances for these states. I am enclosing the completed forms for each state, along with a money order for North Carolina, per their instructions. Please obtain these clearances for each state and verify them for me.

Please do not hesitate to contact me if you have any questions or concerns about this request. I may be reached at (717) XXX-XXXX or you may contact my JFS adoption caseworker at (717) 233-1681.

## **Child Abuse clearances from Other Countries**

IF you have lived abroad in the past five years, (since age 18 if adopting internationally) you must obtain a letter from the United States Embassy in that country. They need to provide information about both criminal and child abuse conduct by you during your time in that country.

For a list of embassy's go to [www.usembassy.gov](http://www.usembassy.gov)

### **Sample letter for embassy clearance from a foreign country:**

United States Embassy,  
Paris, France

To Whom It May Concern:

My name is Heddy LaMar, and my date of birth is 4/25/1959. I lived in France from June 2005 until April 2007. My address was 5 Rue de Croissant, Paris, France. I am in the process of adopting a child and need verification of my criminal and child abuse activities in France during the period I lived there. If you need further information feel free to contact me at 2551 Pine Drive, Harrisburg, PA 17111. Thank you for your time.