**CENTRAL BLAIR RECREATION & PARK COMMISSION**

**CRIMINAL CLEARANCES**

The Central Blair Recreation & Park Commission welcomes you as an employee and we thank you for your willingness to partner with us in providing quality recreational programming.

Effective July 2, 2015, all employees **MUST HAVE** the following on file at the Recreation Office:

Pennsylvania Child Abuse History Clearance Pennsylvania Criminal History Clearance

Federal Criminal History and Fingerprinting Reportable Offense Obligation

These clearance must be paid for and obtained by you, the employee, before your first day of work. If you do not have access to a computer, internet or a printer, the Commission has a computer you can use at the Main Office, 2101 Fifth Avenue, Altoona, PA 16602 from 8 to 4 Monday through Friday.

**Pennsylvania Child Abuse History Clearance:** **$13.00**

Log onto https://www.compass.state.pa.us/cwis

Click on Create Individual Account. Set up your account and then click finish

An e-mail with a temporary password will be sent. Use this information to finish the account set-up

 and then login

Click on create clearance application

On Application Purpose screen, choose Employee

Complete the application and sign the e-signature on the Application Payment Screen, make your

 payment, then submit your application

An e-mail with your results will be sent to you. Please print and turn in to the Recreation Office or

 forward the results to your Program Coordinator.

**Pennsylvania State Police Clearance:** **$22.00**

 Log onto https://epatch.state.pa.us/Home.jsp

 Click submit a new record check

 Accept terms and conditions

 Click on Individual Request

 Then complete the application

 An e-mail with your results will be sent to you. Please print and turn into the Recreation Office or

 forward the results to your Program Coordinator.

**FBI Clearance with Fingerprinting:** **$23.85 (See page two (2) if you are a minor, age 14 to 17)**

 Payment must be made online at the time of registration. Please note that an authorization code or business check will not be provided by the employer. You can start the registration process online at https://uenroll.identogo.com. This will be the fastest way to get registered and is available 24 hours/day, seven days per week. All employees will enter the service code 1KG756 for Employee >14 Years Contact w/ Children. • To Get Started – Register online by accessing https://uenroll.identogo.com • Enter Service Code 1KG756 for Employee >14 Years Contact w/ Children • Select Schedule or Manage Appointment • Complete each screen, as required • Find fingerprinting location choose: IdentoGO located at 1600 Valley View Boulevard, Altoona, PA 16602, typically open M-F from 8 to 4 and schedule date/time for fingerprinting • Complete registration and take required document(s) to fingerprinting location, as scheduled. The FBI results will come to your home, when you receive them, please turn into the Recreation Office or forward the results to your Program Coordinator.

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**FBI CLEARANCE FOR MINORS:**

If you are a minor (ages 14-17) you are not required to get FBI fingerprint clearance. However, you and your parent or legal guardian must complete an Affidavit of Compliance Disclosure Statement (attached). Please return the signed document to the Recreation Office or to your Program Coordinator prior to your first day of employment.

**PARENTAL ACKNOWLEDGEMENT OF MINOR’S DUTIES AND HOURS OF EMPLOYMENT:**

 If you are a minor (ages 14-16) and have been a resident of Pennsylvania during the entirety of the previous 10-year period you and your parent or legal guardian must swear and affirm in writing that the minor child/employee are not disqualified from service under the grounds for denying employment or have not been convicted of an offense similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or foreign nation, or under a former law of this commonwealth.

 Please see the attached Parental Acknowledgement of Minor’s Duties and Hours of Employment that must be completed and signed by your parent or legal guardian. Please return the signed document to the Recreation Office or to your Program Coordinator prior to your first day of employment.