

## Pennsylvania

### Criminal Record Check Services:

- If you do not have a Pennsylvania driver's license, go to <https://epatch.state.pa.us/> You will want to follow the links starting with New Record Check (Volunteers only).
  - Read the information carefully, then at the bottom of the page click the box that you understand and want to proceed.
  - This will bring you to a page to fill out.
    - Under the Volunteer Organization Name please type "Office of Clinical Studies"
    - Under Volunteer Organization Telephone Number type "302-831-6778"
    - Fill out the rest of the form with your personal information.
  - This is a free clearance. At the bottom of the page click on "next" and then on the next page, verify the information and then click "Proceed".
- If you have a Pennsylvania driver's license, you will need to be fingerprinted.
  - You will need to schedule an appointment through [IdentoGo](#) to get fingerprinted for the state background check. An official photo ID and the confirmation number from when you registered are required at the time of fingerprint processing.
  - When you enroll online, be sure to check that it is for **Department of Education** and not Public Welfare.
  - You must use the Service Code (**1KG6RT**) to ensure that they are processed for the correct purpose.
  - You must obtain a paper copy of the results to forward to us at [clinicalstudies@udel.edu](mailto:clinicalstudies@udel.edu)

### Adam Walsh/Child Protective Service Background Record Request:

- Go to <https://www.compass.state.pa.us/cwis/public/home> Start with creating an individual account.
- On the next page, click on "Profile Information" at the top.
- Fill in the information to create a new Keystone ID. Click "Finish"
- Go back to the beginning page. Now go to "Individual Login", then "Access my Clearances". There you will find the online documents you need to get this clearance.

If you have any problems, please let us know. If they ask for an address of where to send the request, use the following:

Office of Clinical Studies  
200 Academy Street  
Newark, DE 19716