



Oil City Area School District  
825 Grandview Road  
Oil City, PA 16301  
(814) 676-1867

INFORMATION SHEET  
Clearances and Training

## CLEARANCES

- **Act 34- Pennsylvania Criminal History Check (valid for 5 years)**
  - Visit <https://epatch.state.pa.us>
  - Go to “New Record” (for employment purposes, not volunteer) and follow the instructions through to the Certification Page. Once the Search Results Table appears, click on the Control Number (and write down the control number for future reference, as well as the date and the exact name submitted). The Record Check Details page will open. **Click on the Certification Form (in blue) to access your official clearance.** The “Record Check Details” page is only a receipt. Print 2 copies of the Certification Form, one for your records and one for the District.
- **Act 114- FBI Clearance (Fingerprinting- valid for 5 years)**
  - Visit <https://uenroll.identogo.com>
  - Register with Identogo through the website. When prompted for a Service Code, please use **1KG6XN** and make an appointment.
  - Take a valid photo ID to the fingerprinting site. Once you have registered and had your prints scanned, please notify the Central Office, providing the **UEID number located on your receipt** from Identogo. There are several local sites where this can be completed:
    - Jones Notary- 3201 Route 257, Seneca, PA
    - Riverview Intermediate Unit- 270 Mayfield Drive, Clarion, PA
    - Midwestern Intermediate Unit- 453 Maple Street, Grove City, PA
- **Act 151- Pennsylvania Child Abuse Clearance (valid for 5 years)**
  - Visit <https://www.compass.state.pa.us/CWIS>
  - Please apply online; do not use the printed form.
  - Follow the instructions and print 2 copies of the clearance, one for your records and one for the District.
- **Act 168- Sexual Misconduct/Abuse Disclosure Release**
  - Visit [www.ocasd.org](http://www.ocasd.org)
  - Click on Employment Opportunities, Employment Information/ Job Application
  - Act 168 Form and Instructions.
  - Complete the form for each employer with which you worked directly with children, including contact information (fax), and return it to the District office for processing.