**Procedures to Having Background Clearances Resent**(Last updated, 8.21.20)

FBI Fingerprinting Clearance and PA Child Abuse Clearance

* Call 877-371-5422 (Pennsylvania Department of Human Services)
  + When you dial, there will be a long answering machine message. When it ends, it will give you the option to click 1 (there are no other options provided)
  + Once you click 1, you will be put on hold until a representative is available.
  + Once you reach a representative, provide the information needed for them to resend the official clearance results.

PA Criminal History Clearance

* If you have submitted your criminal history request online and know your control number, click here to [Check your record status](https://epatch.state.pa.us/RCStatusSearch.jsp). If you do not know your control number, or for additional criminal history request questions call the PATCH Help Line toll-free at: 1-888-QUERY-PA (1-888-783-7972).
  + When you call, there will be several menu options listed. Click 1 both times you arrive at a menu option.
* When you call, share that you need a control number to access the results to your Criminal History Clearance
  + They will ask for first and last name
  + Date of when you applied for the clearance
* Once you receive your control number, go to [Check your record status](https://epatch.state.pa.us/RCStatusSearch.jsp) on their website and fill out the information listed.
* Click “Search”
* Click on the control number on the very left (it will be bright blue)
* Click “Certification Form” (it will be in bright blue)
* A pop-up may appear with a message related to “print preview.” If so, click ok.
* The document should appear on your computer screen. Click “save” at the top and it will download a PDF file of the clearance.
* Print document and mail or email to Joy El.

***\*The person who applied for the clearances must directly follow these procedures. Results cannot be requested by another person.***