

Pennsylvania

*The following instructions were written for Early Childhood Education students who attend the University of Delaware but have lived in Pennsylvania and need to obtain those out-of-state clearances. **If you are not a UD student, you will need to contact the state directly for additional help.***

Criminal Record Check Services:

- Go to the [IdentoGO](#) link.
- Provide **Service Code 1KG738**
- Choose Schedule or Manage Appointment
- Choose name/method of contact
- Complete Required Prompts:
 - Essential Information
 - Additional Information
 - Citizenship
 - Personal Questions
 - Personal Information
 - Address: use your home address
 - Documents
 - Location near your home
 - If you choose to do your Pennsylvania fingerprinting out of state, there will be an additional fee for processing.
- Submit Registration
 - You will receive an email confirmation of your appointment
 - You may edit your appointment by going to: <https://uenroll.identogo.com/>
- When you receive a copy of your results, send to clinicalstudies@udel.edu.

Adam Walsh/Child Protective Service Background Record Request:

- Go to [PA Child Welfare Portal](#).
- Create an individual account.
- On the next page, click on "Profile Information".
- Fill in the information to create a new Keystone ID and click "Finish"
- Go back to [PA Child Welfare Portal](#).
- 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, send an email to clinicalstudies@udel.edu.