

Lower Makefield Township Parks & Recreation

The Pool at LMT – Employment Clearances



Lower Makefield Township Parks & Recreation employees must complete the following clearance checks prior to beginning work this season. These clearances will be paid by Lower Makefield Township.

Codes are valid only once, please enter carefully

Per PA Act 47 all employees must have clearances prior to beginning employment.

1. PA Child Abuse
2. PA Criminal History/Motor Vehicle
3. FBI Criminal
4. Drug Screening Test
5. Physical Examination

1. **PA Child Abuse**

Please go to the Child Welfare Portal: <https://www.compass.state.pa.us/cwis/public/home>

You will have to create an "Individual Login" from the home page. (Note: First time users will need to establish a Keystone ID, which is the same as the Username, use this secure credential to log into the website and obtain the clearance.) Each employee will have an individual pre-payment code for this clearance; you may not use someone else's code.

Please call Child Welfare Information Solution at 1-877-343-0494 with any questions.

Enter the code very carefully because the code may only be used once.

EMPLOYEE NAME: XXXX XXXX

CODE: XXXXVLLFW6

2. **PA Criminal History/Motor Vehicle Check**

Complete and return the Authorize/Release for Criminal History/Motor Vehicle Check to Lower Makefield Township.

3. **FBI Criminal History**

You may claim exemption if you are between the ages of 14 and 17 and have been a continuous resident of Pennsylvania for the past ten years. The enclosed Waiver/Disclosure Statement is to be completed and signed by a Parent or Legal Guardian for all minors.

****Returning employees who were fingerprinted in 2019 or 2020 and have resided continuously in Pennsylvania for the last two years, are exempt from being fingerprinted again this year.**

For all others:

- Please go to www.identogo.com and search locations, Pennsylvania
- Enroll for DIGITAL FINGERPRINTING
- Service code: 1KG756
- Schedule/Manage appointment
- When asked, say you are using a prepaid code
- When asked for, enter the code below

EMPLOYEE NAME: XXXX XXXX

CODE: 1KG751BXXXXFK8K

The closest location is at: 225 Lincoln Hwy. Ste. 100, Fairless Hills, PA 19030.

Please reference the Frequently Asked Questions on their website if you need help scheduling an appointment and what to bring with you.

**Once you have received your official documentation in the mail, please submit a copy to the Lower Makefield Township Park & Recreation Department including your payment receipt.

**The enclosed Disclosure Statement must be completed by all employees age 18 and over regardless of residency.

4. Pre-Employment Physical Exam / Drug Screening

Employees are required to pass a Pre-Employment Physical Exam and Drug Screening.

Gate Attendants are only required to pass the Drug Screening.

All testing will be done through Worknet Occupational Medicine.

The office is located at: 360 N. Oxford Valley Road, Langhorne, PA 19047.

Hours: Monday – Friday 8 AM to 4 PM.

Call to schedule your appointment: 215-943-9000.

*Bring completed Authorization for Examination or Treatment form with you. Inform the office staff that you are with Lower Makefield Township Parks and Recreation.

*Minors: bring a parent or guardian with you to the appointment.

<https://www.worknetoccupationalmedicine.com/index.asp>

Please call with any questions, 267-274-1103