



Instructions to Obtain Child Clearances



- Everyone 18 and older is required by PA State Law to have clearances to work with children.
- You are responsible to get your own clearances and turn them in to the Chapel. The Chapel will reimburse you for the cost if you wish to submit your receipts.
- You can bring copies of clearances obtained for other volunteer positions or paid jobs. If you have them, you do not need to do this process again.
- These clearances are good for 36 months. We are required to keep your clearances on file and will alert you when they need to be updated after the 36 month period is over.

STEP ONE: You need to get a Pennsylvania Child Abuse History Clearance at www.compass.state.pa.us/cwis. In addition, you need to register on that site to have your log-in information in case you need to report suspected child abuse.

STEP TWO: You need to get a Pennsylvania State Police background check here: epatch.state.pa.us/Home.jsp

STEP THREE: If nothing on the attached sheet applies to you and you can sign that paper that confirms you have lived in the state of PA for 10 years or more and have no police records in other states that would prohibit you from working with children, you do not need to do step three.

If you cannot sign that statement, you need to get your FBI background check here: www.pa.cogentid.com/index_dpw.htm and get fingerprinted. (That website has a list of locations to get the actual fingerprinting done.)

STEP FOUR: is Optional but encouraged: You can watch the video class that explains the reporting laws and how to report www.reportabusepa.pitt.edu. (While this training video is a bit long, I found it helpful.) This training video is mandatory for paid employees, but not for volunteers.

STEP FIVE: You will receive confirmations for all of your clearances via email or postal mail. When you have received all your confirmations, please print one copy of each form for us to keep on file. (If you did not need to do the FBI clearance, you'll need to substitute it for the signed form attached.) You can turn in your clearances at the Info Desk. You can also include copies of your receipts to be reimbursed if you wish. The Info Desk staff will give you an envelope to fill out and you can seal your clearances in the envelope when you have filled out the front.

Due to high volumes of people obtaining clearances to comply with new laws, some agencies are very backed up. DO NOT WAIT to do these. They may take 6-8 weeks to obtain which could keep you from serving in your ministry area at your scheduled times.