



## VOLUNTEER CLEARANCE INFORMATION

Thank you for expressing interest in serving at Immanuel Church, Lansdale. So much of our ministry relies on our amazing volunteers who give their time to help our services and events run smoothly. Help us provide a safe environment by submitting your clearances.

**If you lived in the Commonwealth of PA for the last ten (10) years, there are three (3) documents required.**

- (1) Pennsylvania Criminal Record Check
- (2) Pennsylvania Child Abuse History Certification
- (3) Disclosure Statement Application for Volunteers

Documents must be less than five (5) years old to be considered. If you need to apply for any or all the clearances listed here is how:

**It is recommended you use a computer and browsers supported by each site for best display and functionality. Many phone applications do not submit successfully.**

### **(1) Pennsylvania Criminal Record Check:**

**Cost:** Free for Volunteers (once every 57 months)

Two ways to apply:

1. **Online Request** at <https://epatch.state.pa.us/Home.jsp>
  - a. Click the yellow **New Record Check (Volunteer only)** button near the top.
  - b. Keep our username, password, and **control number** for future use.
  - c. Complete the required information.

Results are often received immediately when applied for online. If results are not immediately received, please note the following: If you provide your email address in the application, PATCH will send messages stating the clearance request was received and when your clearance results are completed. **Click** on the blue **Control #** on the left and then, on the next page, **click on Certification Form** above the Back button to retrieve your document.

2. **Mail in Request** by printing a form from this link: <https://epatch.state.pa.us/help/SP4-164A.pdf> or contact the church office, Mon-Thurs, 9am-5pm, at 215-855-4446 or [office@lansnanz.com](mailto:office@lansnanz.com) to get a printed request form.

3. **Questions:** contact the PATCH Helpdesk 1-888-QUERY-PA (1-888-783-7972)

### **(2) Pennsylvania Child Abuse History Certification:**

**Cost:** Free for Volunteers (once every 57 months)

Two ways to apply:

1. **Online Request** at <https://www.compass.state.pa.us/cwis/public/home>
  - a. Click on **Create an Individual Login**. If a prior user than click Individual Login.
  - b. Create a Keystone ID by completing all the required information.
  - c. The system will email you an automatic password.
  - d. Log back into the site listed above using your newly assigned password. You will have the opportunity to create a new password.

- e. After a new password is completed, log back into the system. Click on **Clearances** and follow the directions to complete the application as a **Volunteer**.
  - f. Keep your Username, Keystone ID and Passwords for future use.
- You will receive notification once your results have been processed. You will be able to view and print your results online. You may also request a copy mailed to you.

2. **Mail in Request** by printing a form from this link: <https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Documents/CY113%20form%20-%20English.pdf> or contact the church office, Mon-Thurs, 9am-5pm at 215-855-4446 or [office@lansnanz.com](mailto:office@lansnanz.com) to obtain a printed form.
3. **Questions:** Contact the ChildLine Verification Unit at 717-783-6211 or toll free at 1-877-371-5422.

### **(3) Disclosure Statement for Volunteers:**

**Cost:** Free

1. Print the Disclosure located on the Clearances tab of our church website, <https://www.lansdale.church/clearances> or contact the church office, Mon-Thurs, 9am-5pm at 215-855-4446 or [office@lansnanz.com](mailto:office@lansnanz.com) to obtain a printed copy.
2. Review and complete both sides of the Disclosure, including a witness signature.

**AND if you lived outside the Commonwealth of PA in the last ten (10) years, a fourth document is required:**

### **(4) Federal Criminal History (FBI) Fingerprint Clearance:**

Documents must be less than five (5) years old to be considered. If you need to apply for here is how:

**Cost:** \$23.85

Two ways to apply:

1. **Online** at <https://www.identogo.com/locations/pennsylvania>
  - a. Select **Digital Fingerprinting**
  - b. Enter Service Code **1KG756**
  - c. Complete the registration process. You will receive a form that must be taken with you to the fingerprinting site.
  - d. Schedule an Appointment
  - e. Be prepared for your fingerprint appointment by reviewing the additional resources offered on the site of *what to bring* and *locating a center near you*.
2. **Telephone:** call 1-844-321-2101 and listen to the options menu to complete the steps listed above.
3. **Questions:** Contact Identogo at 1-844-321-2101.

Submit your documents via email to: [office@lansnanz.com](mailto:office@lansnanz.com), or mail to:  
Immanuel Church, 1260 Welsh Road, Lansdale, PA 19446, **ATTN. Clearances.**

After your submission is reviewed, you will be contacted by your ministry leader if additional information is required and/or to place you on the schedule to serve.