

PROCEDURES FOR VOLUNTEER CLEARANCES

1. PENNSYLVANIA STATE POLICE CRIMINAL HISTORY REPORT

- a. Go to <https://epatch.state.pa.us>
- b. Part way down click on “New record check (Volunteers Only)”.
- c. Follow instructions. *(Call the Helpdesk at 1-888-783-7972 if assistance is needed.)*
- d. Free of charge once every 57 months if volunteer swears or affirms in writing that: the background certification is necessary to satisfy the requirements of the Pennsylvania Child Protective Services Law; the volunteer has not received a background certification free of charge within the previous 57 months; and the volunteer understands that the certification shall not be valid or used for any other purpose.
- e. If no criminal record, clearance will be generated immediately, AND THEN PRINT.
- f. Original must be reviewed by church for verification of authenticity, and a copy is made, initialed and dated by person viewing it for the church’s records and give the original back to the individual.

2. PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

- a. Got to <https://www.compass.state.pa.us/cwis/public/home>
- b. This will be completed online
- c. Create Individual Account and get a Keystone ID
- d. Continue to do the clearance. Check “Volunteer Having contact with Children.”
- e. Volunteer Category is “Other.” For Agency Name, put name of your church.
- f. You will need your Social Security number, email address, phone number, current address, all previous addresses since 1975, and names of all household members with whom you’ve shared a residence since 1975. At least one parent’s name is needed, even if they are deceased.
- g. Free of charge once every 57 months if volunteer swears or affirms in writing that the background certification is necessary to satisfy the requirements of the Pennsylvania Child Protective Services Law; the volunteer has not received a background certification free of charge within the previous 57 months; and the volunteer understands that the certification shall not be valid or used for any other purpose.
- h. If clearance is approved during the online process, you will be able to see and print your clearance. Use your Keystone ID to return to the site
- i. Call the helpline at 1-877-343-0494 if assistance is needed.
- j. Check that you want a copy mailed to you. Clearance certification will come in the mail to the person requesting the report – Original must be reviewed by church for verification of authenticity, and a copy is made, initialed and dated by person viewing it for the church’s records and give the original back to individual.
- k. OPTION – If unable to complete the application online, you can print Form CY113, application for PA Child Abuse History Clearance Application, at <http://www.keepkidssafe.pa.gov/> under Resources, click on Forms. Fill it out and mail it in following instructions on the form.

3. FBI CRIMINAL HISTORY REPORT (Fingerprint-based background check)

- a. Go to <https://www.identogo.com> This is a new system effective November 30, 2017.
- b. Click on “Get fingerprinted.” Put in your state.
- c. Click on “Digital Fingerprinting.” Enter Service Code: **1KG6ZJ** *(DHS Volunteer)*
- d. Schedule appointment. This will step you through the process to sign up for an appointment at a center of your choice, in your region.
- e. Estimated amount due is \$22.60 (As of 1/1/2019)
- f. Call the Helpdesk at 844-321-2124 if assistance is needed.
- g. NOTE: The FBI Criminal History Report is not required for incumbent or prospective volunteers:
(i) who have resided in Pennsylvania continuously for a period of 10 years prior to becoming a volunteer or applying for volunteer status and who sign a Volunteer Affidavit affirming that they have not committed certain crimes that otherwise would prohibit them from being a volunteer responsible for the welfare of a child or having direct volunteer contact with children; (ii) who have received such Report at any time since establishing residency in Pennsylvania and provide a copy of the Report to the person responsible for the selection of volunteers.

4. All three clearances must be obtained EVERY 60 months.