

## Step-by-Step Instructions

### 1. PA Criminal Background Check – FREE for Volunteers

- Go to <https://epatch.state.pa.us/Home.jsp>
- Click on **New Record Check (Volunteers only)**
- Next page: Check box that says you agree to terms and conditions, then click on **Accept**
- Next page: Fill in requested information (organization = Grace Presbyterian Church) and click **Next**
- **Next page:** Review information and click on **Proceed**
- **Next page:** Provide requested information and click on **Enter this Request**
- **Next page:** Click on **View request**
- **Next page:** Review information and **click Submit**
- Wait while your request is processed
- Next page: Click on your Control Number
- Next page: Click on **Certification form**
- Print the certification form
- Either scan the form or print to .pdf and e-mail to [thinks@gracejerkintown.org](mailto:thinks@gracejerkintown.org) or bring a hard copy to the church office

### 2. Child Abuse History – FREE for Volunteers

- Go to [www.compass.state.pa.us/cwis/public/home](http://www.compass.state.pa.us/cwis/public/home)
- Click on **Create Individual Account**
- Next page: Click **Next**
- Next page: Fill in requested information then click **Finish**
- Next page: Check your e-mail for your temporary password and close the page
- Go to [www.compass.state.pa.us/cwis/public/home](http://www.compass.state.pa.us/cwis/public/home)
- Click on **Individual Login**
- Click **Access my clearances**
- Click **Continue**
- Login with the Keystone ID and Password that were emailed to you
- Next page: Enter a new password that you will remember
- Click **Submit**
- Click **Close Window**
- Login with your Keystone ID and NEW password
- Click that you have read the terms and conditions, Click **Next**
- Next page: Click **Continue**
- Click **Create Clearance Application**
- Click **Begin**
- Click **Volunteer** (first option).  
Volunteer Category = Other. Agency Name = Grace Presbyterian Church.
- Click **Next**
- Enter the requested information
- Click **Next**

- Enter the requested information
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- Enter the requested information
- Click **Next**
- Verify that the information is correct, click **Back** to make any corrections
- Click **Next**
- Complete the information
- Click **Next**
- Click **No**
- Click **Waive Application Fee and Submit Application**
- In a few days you will receive an email stating that your application has been updated
- In the email, click the **Please click here** link and log into your account
  - Individual Login > Access My Clearances > Continue
  - Log In
- Click the link **To View the Result Click Here**
- This will open a .pdf document, save the file, attach it to an email and email it to [thinks@gracejenkintown.org](mailto:thinks@gracejenkintown.org) or print it out and deliver it to the church office

### 3. **FBI – Fingerprinting - \$25.75 for Volunteers (through DHS not PDE)**

- A fingerprint based federal criminal history (FBI) submitted through the Pennsylvania State Police or its authorized agent is required **ONLY** if the volunteer has NOT been a resident of the Commonwealth of Pennsylvania for the entirety of the previous 10 years
- **Anyone not a resident for the previous 10 years** should must get an FBI Clearance at [www.pa.cogentid.com//index\\_dpw.htm](http://www.pa.cogentid.com//index_dpw.htm)
- **Volunteers who are not required to obtain the FBI certification because they have been a continuous resident of Pennsylvania for the past 10 years** must swear or affirm in writing that they are not disqualified from service based upon a conviction of an offense under §6344. They may use the form provided

**DISCLOSURE STATEMENT APPLICATION FOR VOLUNTEERS**  
**Required by the Child Protective Service Law**  
**23 Pa. C.S. Section 6344.2 (relating to volunteers having contact with children)**

I swear/affirm that I am seeking a volunteer position and **AM NOT** required to obtain a certification through the Federal Bureau of Investigation (FBI), as:

- the position I am applying for is unpaid; **and**
- I have been a resident of Pennsylvania during the entirety of the previous ten-year period.

I understand that if I have not been a resident of Pennsylvania during the entirety of the previous ten-year period, but have received certification from the FBI since establishing residency, I must provide a copy of the certification to my employer and am not required to obtain any additional FBI certifications.

I swear/affirm that, if providing certifications that have been obtained within the preceding 60 months, I have not been disqualified from service as outlined below or have not been convicted of an offense similar in nature to a crime listed below under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

I swear/affirm that I have not been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

I swear/affirm that I have not been convicted of any of the following crimes under Title 18 of the Pennsylvania consolidated statutes or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

Chapter 25	(relating to criminal homicide)
Section 2702	(relating to aggravated assault)
Section 2709.1	(relating to stalking)
Section 2901	(relating to kidnapping)
Section 2902	(relating to unlawful restraint)
Section 3121	(relating to rape)
Section 3122.1	(relating to statutory sexual assault)
Section 3123	(relating to involuntary deviate sexual intercourse)
Section 3124.1	(relating to sexual assault)
Section 3125	(relating to aggravated indecent assault)
Section 3126	(relating to indecent assault)
Section 3127	(relating to indecent exposure)
Section 4302	(relating to incest)
Section 4303	(relating to concealing death of child)
Section 4304	(relating to endangering welfare of children)
Section 4305	(relating to dealing in infant children)
Section 5902(b)	(relating to prostitution and related offenses)
Section 5903(c) (d)	(relating to obscene and other sexual material and performances)
Section 6301	(relating to corruption of minors)
Section 6312	(relating to sexual abuse of children), or an equivalent crime under Federal law or the law of another state.

I swear/affirm that I have not been convicted of a felony offense under Act 64-1972 (relating to the controlled substance, drug device and cosmetic act) committed within the past five years.

I understand that I shall not be approved for service if I am named as a perpetrator of a founded report of child abuse within the past five (5) years or have been convicted of any of the crimes listed above or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

I understand that if I am arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law as listed above, or am named as perpetrator in a founded or indicated report, I must provide the administrator or designee with written notice not later than 72 hours after the arrest, conviction or notification that I have been listed as a perpetrator in the Statewide database.

I understand that if the person responsible for employment decisions or the administrator of a program, activity or service has a reasonable belief that I was arrested or convicted for an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law, or was named as perpetrator in a founded or indicated report, or I have provided notice as required under this section, the person responsible for employment decisions or administrator of a program, activity or service shall immediately require me to submit current certifications obtained through the Department of Human Services, the Pennsylvania State Police, and the Federal Bureau of Investigation, as appropriate. The cost of certifications shall be borne by the employing entity or program, activity or service.

I understand that if I willfully fail to disclose information required above, I commit a misdemeanor of the third degree and shall be subject to discipline up to and including denial of a volunteer position.

I understand that certifications obtained for the volunteering purposes can only be used for that purpose and cannot be used for employment purposes.

I understand that the person responsible for employment decisions or the administrator of a program, activity or service is required to maintain a copy of my certifications.

I hereby swear/affirm that the information as set forth above is true and correct. I understand that false swearing is a misdemeanor pursuant to Section 4903 of the Crimes Code.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Witness: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_