**Procedures for Volunteer Clearances**

-All volunteers are required to complete clearances 1 and 2 below. Additionally, volunteers must complete EITHER a disclosure statement as outlined in number 3 OR clearance 3.

-All three clearances must be obtained EVERY 5 years.

-Original clearances must be submitted to Faith Church.  A staff member will copy and date them and return your originals to you.

1. **PENNSYLVANIA STATE POLICE CRIMINAL HISTORY REPORT**
	1. Go to <https://epatch.state.pa.us>
	2. Choose the yellow box “New Record Check” (Volunteers only)
	3. Check volunteer acknowledgement section
	4. Select “Accept”
	5. Complete personal information (Faith United Methodist Church/814.355.3358)
	6. Select “Next”
	7. Review personal information
	8. Select “Proceed”
	9. Complete record check request information
	10. Select “Enter this request”
	11. Select “Finished”
	12. Select “Submit”
	13. Select the control # hyperlink to view details
	14. Select “Certification Form”
	15. Print
2. **PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE**

a**.** Go to:  <https://www.compass.state.pa.us/cwis/public/home>

b. Select “Create Individual Account”

c. Select “Next”

d. Create the Keystone ID Profile Information

e. Select “Finish”

f. Check your e‐mail for Keystone ID and temporary password confirmation (2 separate e‐mails)

g. Return to: <https://www.compass.state.pa.us/cwis/public/home>

h. Type in username (that you created) & temporary password provided in email

i. Select “LOGIN”

j. Create permanent password

k. Select “Close Window”

l. Return to: <https://www.compass.state.pa.us/cwis/public/home>

m. Select “Individual Login” and LOGIN.

n. Select “Access My Clearances”

o. Scroll to the bottom right and select “Continue”

p. Select “I have read…”

q. Select “Next”

r. Select “Continue”

s. Create Clearance Application

t. Select “Begin”

u. Select “Volunteer having contact with children”

v. Volunteer Category “Other”, Agency Name “Faith United Methodist Church”

w. Select “Next”

x. Complete application information screens (current address, previous addresses, household members) and select “Next” at bottom right of each page.

y. Review Application Summary and select “Next”

z. Select “I hereby certify…”

aa. Provide e‐signature (first and last name only, no middle names or suffixes)

bb. Select “Submit application”

cc. You will receive an e‐mail confirming successful submission of your application.

dd. Notification of clearance results will be e‐mailed to you within 14 days, or you may log in at any time to check the  status of your application:  <https://www.compass.state.pa.us/cwis/public/home>

3. **If you have lived in** **Pennsylvania for the last 10 years, you can complete the following disclosure statement.  Please print, sign, and have a witness (non-family member), sign.**

<http://keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/c_160267.pdf>

4. **FBI CRIMINAL HISTORY REPORT (Fingerprint-based background check) \*\*Must be completed if clearances are for employment or if you have NOT lived in PA the past 10 years.**

* + 1. Go to<https://www.pa.cogentid.com/index_dpwNew.htm>
		2. Click “Register Online” under “Registration.”
		3. Click check box at top of bag and click “Continue” at the bottom right.
		4. Complete transaction information and personal information. (Cost is $25.75)
		5. You will receive an email with instructions for completing the application.
		6. You will receive the clearance confirmation in the mail within a few weeks.