

## **PROCEDURES FOR VOLUNTEER CLEARANCES:**

### **1. PENNSYLVANIA STATE POLICE CRIMINAL HISTORY REPORT**

- a. Go to <https://epatch.state.pa.us>
- b. Click “new record check” (volunteers only).
- c. Follow instructions.
- 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. Go to <https://www.compass.state.pa.us/cwis/public/home>
- b. Click on “Create Individual Account”. Follow online directions. You may need to login and logout multiple times during the process. You will need to be prepared with the names of everyone you have lived with since 1975 and all prior addresses dating back to your 1975 residence.
- c. Payment: Your clearance is 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. You will affirm and then be asked whether the organization gave you a code. Simply click no and proceed with submission.
- d. You will receive and email notification when your clearance has processed. Login to your account and you will be able to print your certification form. In addition, a hard copy will arrive to your home in the mail.
- e. 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 the individual.

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

- a. Go to <https://www.pa.cogentid.com>
- b. Click on the second box on the top row (Dept. of Human Services, DHS)
- c. From that page you can find locations – most (but not all) counties have at least one location.
- d. Use this site to check hours and register or call for an appointment.
  - i. Check the “what to bring” page.

ii. Fee is \$25.75

1. Pay online.
2. Or MONEY ORDER.

iii. Go get your prints done at one of the sites listed.

e. Report will come in the mail – 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.

f. 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.