

## **2020 Procedures for Employee Clearances**

### 1. PENNSYLVANIA STATE POLICE CRIMINAL HISTORY REPORT

- a) Go to <https://epatch.state.pa.us>
- b) Click on "Submit New Record Check"
- c) Follow instructions.
- d) \$22 Fee.
- e) If no criminal record, clearance will be generated immediately.
- f) Click Control number, click certification, AND THEN PRINT.
- g) 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) Create Individual Account and get a Keystone ID
- c) Continue to do the clearance.
- d) Check "Individual 14 years of age or older who is applying for or holding a paid position as an employee with a program, activity or service, as a person responsible for the child's welfare or having direct contact with children."
- e) 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.
- f) Pay fee of \$13 on credit or debit card.
- g) 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
- h) Call the helpline at 1-877-343-0494 if assistance is needed.
- i) Check that you want a copy mailed to you.

- j) 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.

**OR**

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, including a MONEY ORDER for \$13.

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

- a) Go to <https://www.identogo.com>. Click on the second box on the top row (Nursing students, child care...).
- b) Click on "Get fingerprinted." Enter your state.
- c) Click on "Digital Fingerprinting." Enter Service Code: **1KG756**: Employees older than 14 years old with Contact with Children.
- 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 \$23.85
- f) Call the Helpdesk at 844-321-2124 if assistance is needed.
- g) 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.

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