

2020 PROCEDURES FOR VOLUNTEER CLEARANCES

1. PENNSYLVANIA STATE POLICE CRIMINAL HISTORY REPORT

- a) Go to <https://epatch.state.pa.us>
- b) Part way down the page, click on "New Record Check (Volunteers Only)".
- c) Follow instructions.
- d) No Cost
- 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) Can be completed online at <https://www.compass.state.pa.us/CWIS>
- b) Click on "Create Individual Account" (You must create an account in order to complete this clearance online.)
- c) Follow Instructions.
- d) If no record, clearance **may** be generated immediately, AND THEN PRINT.
Note: Sometimes the system takes a few days to return a result. Please wait for your result and then print whenever available.
- e) 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.

OR

- a) Go to http://www.dhs.pa.gov/cs/groups/webcontent/documents/form/s_001762.pdf
- b) Print this form and follow the directions.

Safe Sanctuary Appendix 5 - Procedures for Volunteer Clearances

- c) Fill out form, check "Volunteer having direct contact with children" and "Other: Church" as reason for request.
- d) No Cost
- 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. Affidavit **OR** FBI CRIMINAL HISTORY REPORT (Fingerprint-based background check)

Note: You need to complete one or the other (**NOT** both) of these clearances depending on the following:

- a) If you are a volunteer who has resided in Pennsylvania continuously for a period of 10 years prior to becoming a volunteer, then you will complete the Affidavit . The affidavit needed will be provided by the church office upon request.

HOWEVER if you do not meet the criteria listed in 3.a THEN

- b) Go to <https://www.identogo.com> (This is a new system effective November 30, 2017.)
- c) Click on "Get fingerprinted." Put in your state.
- d) Click on "Digital Fingerprinting." Enter Service Code: **1KG6ZJ**: DHS Volunteer
- e) Schedule appointment. This will step you through the process to sign up for an appointment at a center of your choice in your region.
- f) Estimated amount due is \$21.35
- g) Call the Helpdesk at 844-321-2124 if assistance is needed.
- h) 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.

Clearances can only be completed for free ONCE every 57 months.