

PROCEDURES FOR EMPLOYEE CLEARANCES

1. PENNSYLVANIA STATE POLICE CRIMINAL HISTORY REPORT

- a. Go to <https://epatch.state.pa.us>
- b. Left hand side, part way down under Credit Card Users, click on “Submit a new record check”
- c. Follow instructions
- d. \$8 Fee
- 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. This can be completed online.
- c. Fill out form, check “Employment with significant likelihood of regular contact with children” as reason for request
- d. Print completed form or hit submit electronically.
- e. Send a MONEY ORDER for \$8 with completed form or pay with credit card.
 - i. If sending in a large number together, you *can* send a business check to cover all reports.
- f. 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.

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