

PROCEDURES FOR PASTOR 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. Send the original to District Office.

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—Send the original to District Office.

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.
 - 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— Send the original to District Office.

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