

## PROCEDURES FOR VOLUNTEER 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. 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. Follow link on the page for CY113 Form English (or Spanish if you prefer).
- c. Complete form online. (May have to print out and send in.)
- d. Print completed form.
- e. 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.
- a. 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.
- b. 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.
- e. **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.