

Clearance Application Directions (Employees)

Act 34 Criminal Background Check

Criminal reports may be obtained electronically from the Pennsylvania State Police at: <https://epatch.state.pa.us/>

- You will be required to enter a valid credit card, which will be charged **\$22.00**
- Click on "Submit a New Record Check"
- At the bottom of the page click to "Accept the Terms and Conditions"
- Complete the fields
 - **Reason: Church**
- Click "Next"
- Verify the information by clicking "Proceed"
- Complete the fields and click on "Enter This Request"
- Click "Finished"
- Click "Submit" and enter the credit card information
- Once the search results page appears, click on the Control Number to open the details page
- Click "Certification Page" to access your official clearance and print

Act 151 Child Abuse Clearance (if experiencing issues with Internet Explorer, please try a different web browser)

The Child Abuse report application may be obtained electronically at: <https://www.compass.state.pa.us/CWIS>

- You will be required to enter a valid credit card, which will be charged **\$13.00**
- "Create a New Account" – you will need an email address
- Click on "Next"
- Keystone ID: create a username
- Complete the fields and click on "Finish"
- Follow the prompts for "Creating a Password"
- Log in
- Click through the "Continue" and "Next" prompts
- Click on "Create a Clearance Application"
- Read through and click "Begin" at the bottom of the page
 - **Application Purpose: Regular Contact with Child OR Volunteer**
- Click "Next"
- Enter in your name, birthday, gender, "yes" for Social Security Number, email address
- Complete the remaining sheets by clicking on the "+" to add and then complete the fields
- Click on "Next" at the bottom of each page
- You will be walked through the payment process.

Act 114 Federal (FBI) Criminal History Report

Registration for FBI Fingerprinting is done at: <https://www.identogo.com/>

- Click on the **GET FINGERPRINTED** button
- Select a Fingerprinting Service by State (Scroll down to Select Pennsylvania) - Click GO
- Scroll Down to Select **DIGITAL FINGERPRINTING**
- Enter your Service Code:
 - 1KG6ZJ DHS **VOLUNTEER**
 - 1KG738 Child Care Services/Program **EMPLOYEE** or Contractor
- Click on **SCHEDULE OR MANAGE APPOINTMENT**
 - Complete Contact Information completely and accurately - Click NEXT
 - Complete Employer Information - Click NEXT
 - Complete Citizenship Information - Click NEXT
 - Answer Personal Questions - Click NEXT
 - Enter Personal Information - Click NEXT
 - Enter Mailing Address - Click NEXT
 - Select Document you will use as identification - Click NEXT
 - Select Location of Enrollment Center – Click NEXT
 - Select Date and Time for appointment (or select Walk-in) - Click SUBMIT
- Take Identification Documentation selected during the registration to the selected site.
- The applicant will pay a fee of **\$22.60** at the time of service.

Please submit all **3 ORIGINAL Clearances** to Valencia Presbyterian Church in a stapled packet at one time.
Submit proof of payment with completed voucher for all clearances at one time for reimbursement.

**please note, above instructions may differ from actual procedures due to updates to the system*