

# 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 **\$8.00**
- 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 **\$8.00**
- "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**

Federal (FBI) Criminal reports may be obtained electronically from the Pennsylvania State Police at

[https://www.pa.cogentid.com/index\\_dpwNew.htm](https://www.pa.cogentid.com/index_dpwNew.htm)

- You will be required to enter a valid credit card, which will be charged **\$25.75**
- Click on "Register Online" on the right side of the screen
- Complete the fields for credit card information.
- Select the **Reason: Employment with Significant Likelihood of Regular Contact with Children**
- Once registered online, enter email address and print the receipt. You will need to bring the receipt and photo id to an approved fingerprint site. The following is a list of approved sites in our area. (Call first to be sure they are open).

<b>Company</b>	<b>City</b>	<b>State</b>	<b>County</b>
Intermediate Unit 4	Grove City	PA	Mercer
The UPS Store 5097	Butler	PA	Butler
The UPS Store 1600	Cranberry Township	PA	Butler
CCIS of Lawrence County	New Castle	PA	Lawrence
The UPS Store 5726	Gibsonia	PA	Allegheny

- Once your fingerprints have been scanned, submit the receipt as your proof for reimbursement.

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*