

Clearance Application Directions (Volunteers)

Act 34 Criminal Background Check

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

- There will be no charge for Background Checks for Volunteers Only.
- Click on "New Record Check (Volunteers Only)"
- Check the box acknowledging you are an Unpaid Volunteer.
- At the bottom of the page click to "Accept"
- Complete the required fields
- Click "Next"
- Verify the information and click "Proceed"
- Complete the required fields and click on "Enter This Request"
- Click "Finished"
- Click "Submit"
- The request will be processed and a search results page appears, click on the Control Number to open the details page
- Click "Certification Page" to access your official clearance and print (you may have to adjust margins)

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>

- There will be no charge for Background Checks for Volunteers Only.
- Click "Create Individual Account" – you will need an email address (or "Individual Login" if you have created an account in the past)
- Click on "Next"
- Create a Keystone ID (username to use as a login)
- Complete the required fields and click on "Finish"
- Check email for temporary password and follow the prompts for "Creating a Password"
- Click "Access My Clearances"
- Login and Click through the "Continue" and "Next" prompts
- Click on "Create a Clearance Application"
- Read through and click "Begin" at the bottom of the page
- Select "Volunteer Having Contact With Children"
- Volunteer Category = "Other"
- Agency Name = "Valencia Presbyterian Church"
- Click "Next"
- Complete the required fields and click "Next" through all the screens.
- eSignature: Check the box and type in your name
- Application Payment: Select "NO" for Code
- Click "Submit Application"
- You will receive an email when your clearance has been processed and ready to be printed.

10 Year PA Resident Affidavit

- If the volunteer has lived in Pennsylvania for the past 10 consecutive years, they will only be asked to sign an affidavit in the presence of a church employee/officer; otherwise the following FBI clearance is required.

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

- 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 **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 (see list below). Call first to verify fingerprinting times.

Company	City	State	County
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

Please staple and submit all Clearances/Affidavits at one time to the Valencia Presbyterian Church office.

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