

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

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 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*