

Clearance Application Directions (VPC Employees)

Act 34 Criminal Background Check

<https://epatch.state.pa.us/>

You will be required to enter a valid credit card, which will be charged \$22.00

- Select **SUBMIT A NEW RECORD CHECK**
- At the bottom of the page click to **ACCEPT** the Terms and Conditions
- Select **INDIVIDUAL REQUEST** and **CONTINUE**
- Enter the Requestor Information fields (**REASON FOR REQUEST: Employment**) – click **NEXT**
- Verify the Requestor Information - click **PROCEED**
- Enter your Personal Information for the Record Check - click **ENTER THIS REQUEST**
- Unless you want to request a record check for someone else, scroll down and click **FINISHED**
- Click **SUBMIT**
- Click **CHECKOUT**
- Enter your credit card information and click **PAY WITH YOUR CREDIT CARD**
- The payment and record check will process and the results page will appear
- Click on the **CONTROL NUMBER (R#####)** to open the details page
- Print a copy of the Details page as a receipt
- Click on **CERTIFICATION FORM** to access your official clearance and **PRINT**

Act 151 Child Abuse Clearance

<https://www.compass.state.pa.us/CWIS>

You will be required to enter a valid credit card, which will be charged \$13.00

FIRST TIME USER: Select **CREATE INDIVIDUAL ACCOUNT**

- **Welcome:** Read and click **NEXT**
- **Create a Keystone ID:** Enter the required information and click **FINISH**
- You will receive an email with a **temporary password**. Go back to main page and proceed with steps below

RETURN USER: Select **INDIVIDUAL LOGIN**

- Select **ACCESS MY CLEARANCES**
- **Learn More:** read and click **CONTINUE**
- **LOGIN** (You may be prompted to **VERIFY YOUR ACCOUNT**)
- **My PA Child Abuse History Clearance:** Select **CREATE CLEARANCE APPLICATION**
- **Getting Started:** read and click **BEGIN**
- **Application Purpose:** Select **"Individual 14 years of age or older who is applying for or holding a paid position as an employee ..."** - click **NEXT**
- Enter/Edit **Applicant Information** - click **NEXT**
- Enter/Edit **Current Address** - click **NEXT**
- Enter/Edit all **Previous Addresses since 1975** - click **NEXT**
- Enter/Edit all **Household Members since 1975** - click **NEXT**
- **Application Summary:** Review - click **NEXT**
- **eSignature:** Check the box by **"I hereby confirm..."**, type Your Name - click **NEXT**
- **Application Payment:** Select **NO** for Authorization Code and click **MAKE A PAYMENT**
- Enter Credit card information and click **PAY WITH YOUR CREDIT CARD**
- **PRINT** a copy of the Submission Confirmation Page as your Receipt and **LOG OUT**
- You will receive an email when your clearance has been processed → **LOGIN** as above and **PRINT** the report

Act 114 Federal (FBI) Criminal History Report

<https://www.identogo.com/>

A fee of \$23.85 will be paid by the Applicant (payable at time of service).

- 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:** **1KG738** (Child Care Services/Program **EMPLOYEE** or Contractor) – Click **GO**
- 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 at the time of service. Be sure to get a receipt. Clearance will be mailed to applicant.

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*