

Clearance Application Directions (VPC Volunteers)

Act 34 Criminal Background Check

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

There will be no charge for Background Checks for Volunteers.

- Select **NEW RECORD CHECK (Volunteers Only)**
- Check the box acknowledging you are an **Unpaid Volunteer** and click to **ACCEPT** the Terms and Conditions
- Enter the Requestor Information files - 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**
- The request will be processed and a search results page appears
- Click on the **CONTROL NUMBER (R#####)** to open the details page
- Click **CERTIFICATION FORM** to access your official clearance and **PRINT**

Act 151 Child Abuse Clearance

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

There will be no charge for Background Checks for Volunteers Only.

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 "**Volunteer Having Contact With Children**"
 - **Volunteer Category** = "Other"
 - **Agency Name** = "Valencia Presbyterian Church"
- 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 **SUBMIT APPLICATION** and **LOG OUT**
- You will receive an email when your clearance has been processed → **LOGIN** and **PRINT**

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

<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: 1KG6ZJ (DHS VOLUNTEER)** - 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. Clearance will be mailed to applicant.

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*