

## PROCEDURES FOR VOLUNTEER CLEARANCES:

### 1. PENNSYLVANIA STATE POLICE CRIMINAL HISTORY REPORT

- a. Go to <https://epatch.state.pa.us>
- b. Click on NEW RECORD CHECK (Volunteers Only)
- c. Follow instructions
- d. \$0 Fee
- e. If no criminal record, clearance will be generated immediately, THEN PRINT.
- f. Original must be reviewed by church for verification of authenticity, and a copy is made, initialed and dated by person viewing it for the church's records and give the original back to the individual.

### 2. PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

- a. Go to [www.compass.state.pa.us/CWIS](http://www.compass.state.pa.us/CWIS)
- b. Click Individual Login
- c. Click Access My Clearances
- d. Follow Instructions
- e. \$0 Fee
- f. Create an account **IMPORTANT: Write down your Login and Password**
- g. Clearance certification will be available to print within a day or two of your request. You will have to log back in to your account to retrieve it.
- h. Original must be reviewed by church for verification of authenticity, and a copy is made, initialed and dated by person viewing it for the church's records and give the original back to the individual.

### 3. COMPLETE THE AFFIDAVIT

- a. **Must have lived in Pennsylvania for over 10 years**
- b. Must be notarized
- c. Fee – cost for notary will vary
- d. Original must be reviewed by church for verification of authenticity, and a copy is made, initialed and dated by person viewing it for the church's records and give the original back to the individual.

### IF YOU HAVE NOT LIVED IN PENNSYLVANIA FOR OVER 10 YEARS AN FBI CRIMINAL HISTORY REPORT IS REQUIRED

### 4. FBI CRIMINAL HISTORY REPORT (Fingerprint-based background check)

5. All three clearances must be obtained EVERY 60 months (5 years).

6. The three clearances noted in 1, 2, and 3/4 above must be obtained.