

PROCEDURES FOR VOLUNTEER CLEARANCES:

1. PENNSYLVANIA STATE POLICE CRIMINAL HISTORY REPORT

- a. Go to <https://epatch.state.pa.us>
- b. Left hand side, part way down under Credit Card Users, click on "Submit a new record check".
- c. Follow instructions.
- d. Free of charge once every 57 months if volunteer swears or affirms in writing that: the background certification is necessary to satisfy the requirements of the Pennsylvania Child Protective Services Law; the volunteer has not received a background certification free of charge within the previous 57 months; and the volunteer understands that the certification shall not be valid or used for any other purpose.
- e. If no criminal record, clearance will be generated immediately, AND 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 http://keepkidssafe.pa.gov/cs/groups/webcontent/documents/form/s_001762.pdf
- b. Print completed form.
- c. Free of charge once every 57 months if volunteer swears or affirms in writing that: the background certification is necessary to satisfy the requirements of the Pennsylvania Child Protective Services Law; the volunteer has not received a background certification free of charge within the previous 57 months; and the volunteer understands that the certification shall not be valid or used for any other purpose.
- d. **Clearance certification will come in the mail to the person requesting the report – 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. FBI CRIMINAL HISTORY REPORT (Fingerprint-based background check)

NOTE: The FBI Criminal History Report is not required for incumbent or prospective volunteers: (i) who have resided in Pennsylvania continuously for a period of 10 years prior to becoming a volunteer or applying for volunteer status and who sign a Volunteer Affidavit affirming that they have not committed certain crimes that otherwise would prohibit them from being a volunteer responsible for the welfare of a child or having direct volunteer contact with children; (ii) who have received such Report at any time since establishing residency in Pennsylvania and provide a copy of the Report to the person responsible for the selection of volunteers.

- a. Go to <https://www.pa.cogentid.com>
- b. Click on the second box on the top row (Dept. of Human Services, DHS)
- c. From that page you can find locations – most (but not all) counties have at least one location.
- d. Use this site to check hours and register or call for an appointment.
 - i. Check the "what to bring" page.
 - ii. Fee is \$25.75
 - i. Pay online.
 - ii. Or MONEY ORDER.
 - iii. Go get your prints done at one of the sites listed.
- e. **Report will come in the mail – 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.**