

PROCEDURES FOR EMPLOYEE CLEARANCES

1. PENNSYLVANIA STATE POLICE CRIMINAL HISTORY REPORT

- a. Go to <https://epatch.state.pa.us>
- b. Part way down click on "Submit a new record check".
- c. Follow instructions. *(Call the Helpdesk at 1-888-783-7772 if assistance is needed.)*
- d. \$22 Fee. *(Effective December 1, 2017)*
- 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 <https://www.compass.state.pa.us/cwis/public/home>
- b. This can be completed online.
- c. Create Individual Account and get a Keystone ID
- d. Continue to do the clearance. Check "Individual 14 years of age or older who is applying for or holding a paid position as an employee with a program, activity or service, as a person responsible for the child's welfare or having direct contact with children."
- e. You will need your Social Security number, email address, phone number, current address, all previous addresses since 1975, and names of all household members with whom you've shared a residence since 1975. At least one parent's name is needed, even if they are deceased.
- f. Pay fee of \$8 on credit or debit card.
- g. If clearance is approved during the online process, you will be able to see and print your clearance. Use your Keystone ID to return to the site
- h. Call the helpline at 1-877-343-0494 if assistance is needed.
- i. Check that you want a copy mailed to you. 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 individual.
- j. OPTION – If unable to complete the application online, you can print Form CY113, application for PA Child Abuse History Clearance Application, at <http://www.keepkidssafe.pa.gov/> under Resources, click on Forms. Fill it out and mail it in following instructions on the form, including a MONEY ORDER for \$8.

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

- a. Go to <https://www.identogo.com> This is a new system effective November 30, 2017.
- b. Click on "Get fingerprinted." Put in your state.
- c. Click on "Digital Fingerprinting." Enter Service Code: 1KG756: Employee older than 14 with Contact with Children.
- d. Schedule appointment. This will step you through the process to sign up for an appointment at a center of your choice, in your region.
- e. Estimated amount due is \$22.60
- f. Call the Helpdesk at 844-321-2124 if assistance is needed.

4. All three clearances must be obtained EVERY 60 months.