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 1-888-783-7972 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 $13 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 $13.

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 $23.85 (As of 1/1/2019)
   f. Call the Helpdesk at 844-321-2124 if assistance is needed.

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