

Instructions for Obtaining Clearances

Tier 1 Clearances – Employee



Three clearances are included in Tier 1:

- Pennsylvania Child Abuse History Clearance
- Pennsylvania State Police Criminal Record Check
- Federal Bureau of Investigation (FBI) Criminal Background Check

Included below is guidance on what to do at various stages of the application process when the next step may not be clear. These are not full instructions. Actual online appearances may differ from the screenshots presented here. If you need additional guidance, please contact the Personnel Committee.

PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE - \$13.00

You will pay for this clearance using a debit/credit card, then submit a voucher with your receipt for reimbursement.

1. *Create an Individual Account*

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

Click on
“Create Individual Account.”

Make up your own
“Keystone ID.”

Login to the email account
you provided to retrieve your
temporary password.

2. *Login to your Account and reset your password.*

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

This time, click on
“Individual Login.”

Click on
“Access My Clearances.”

Username: your Keystone ID
Password: your temporary
password

3. *Login to your Account with your new password.* Once you have reset your password, you will be taken back to the “PA Keystone Key” login page. Re-enter your “Keystone ID” and enter your new password.

PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE *(cont'd)*

4. **Create a Clearance Application**

Application Purpose: *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...*

What to submit: A copy of the Clearance results to the Personnel Committee.

PENNSYLVANIA STATE POLICE CRIMINAL RECORD CHECK - \$22.00

You will pay for this clearance using a debit/credit card, then submit a voucher with your receipt for reimbursement.

<http://epatch.pa.gov>

1. Click on "Submit a New Record Check."
2. On the "Requestor Details" page, choose "Individual Request."
3. On the "Requestor Information" page, choose "Employment" as the "Reason For Request."
4. On the "Record Check Request Results" page, write down your "Control #" and "Date of Request." These will give you access to your results in the future should you need them.
5. Click on the "Control #" in the chart next to your name to view the results.
6. Click on "Certification Form" on the "Record Check Details" page.
7. Print the resulting page.
8. You can view and print your receipt by clicking on your Control # next to "Receipt #" on the "Record Check Details" page.

What to submit: A copy of the page printed in Step 7 above to the Personnel Committee.

FBI CRIMINAL BACKGROUND CHECK - \$25.25

You will pay for this clearance using a debit/credit card, then submit a voucher with your receipt for reimbursement.

<https://www.identogo.com>

1. **Register online before going to the Fingerprint Site.**

- Choose "Pennsylvania" from the "Search for services by state" drop-down menu. Click "Go."
- Scroll down and click on "Digital Fingerprinting."
- Enter service code **1 K G 7 5 6**.
- Employer Information: Fairhill Manor Christian Church, 351 Montgomery Avenue, Washington, PA 15301

2. **Take your selected identification documents to your selected Identogo Site for fingerprinting.**

What to submit: A copy of the Clearance results to the Personnel Committee.

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