

Instructions for Obtaining Clearances

Tier 1 Clearances – Employee



Three clearances are included in Tier 1:

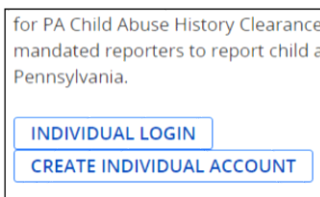
- Pennsylvania Child Abuse History Clearance
- Pennsylvania State Police Criminal Record Check
- Federal Bureau of Investigation (FBI) Criminal Background Check

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.

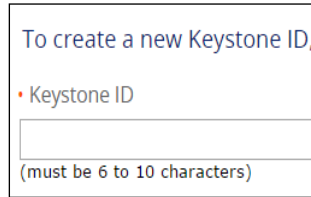
PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE - \$13.00

1. Create an Individual Account

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



Click on
"Create Individual Account."



Make up your own
"Keystone ID."

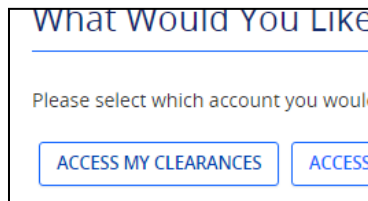
Login to the email account
you provided to retrieve your
temporary password.

2. Login to your Account and reset your password.

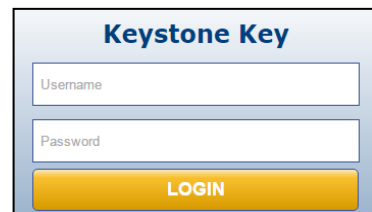
<https://www.compass.state.pa.us/CWIS>



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.

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...*

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

Application Payment

Did an organization provide a code for your application? (requ)

Yes No

Code (required)

Eg., PAY123456789

By entering this code, you are agreeing that the organ

On the “Application Payment” page, select “Yes” and enter this payment code:

What to submit: If you used the payment Code above, the Personnel Committee will have access to your PA Child Abuse History Clearance results online. If you did not use the Code above, you will need 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.state.pa.us>

1. Click on “Submit a New Record Check.”
2. After entering the information on the “Record Check Request Form” and clicking “Enter This Request,” another blank “Record Check Request Form” will appear. Do not complete the form again. Instead, scroll to the bottom of the page and click “Finished.”
3. Click on the “Control #” in the chart next to your name to view the results.
4. Click on “Certification Form” on the “Record Check Details” page.
5. Print the resulting page.

What to submit: A copy of the page printed in Step 5 above.

FBI CRIMINAL BACKGROUND CHECK - \$23.85

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: Submit a copy of the Clearance results to the Personnel Committee.

↑ Beginning of Appendix B

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