

Instructions for Obtaining Clearances



Tier 1 Clearances – Volunteer, PA non-Resident in last 10 years

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 - \$0.00 (EVERY 57 MONTHS, OTHERWISE \$13.00)

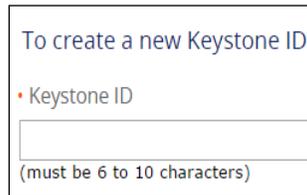
If it has been less than 57 months since you last applied for this clearance, you will pay for it using a debit/credit card, then submit a voucher with your receipt for reimbursement.

1. Create an Individual Account

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



Click on
"Create Individual Account."



Make up your own
"Keystone ID."

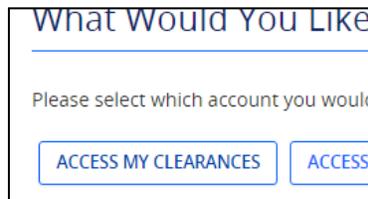
Login to the email account
you provided to retrieve your
temporary password.

2. Login to your Account and reset your password.

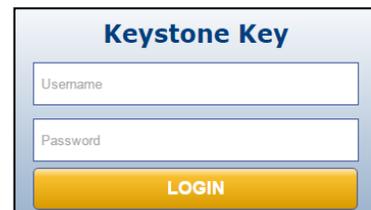
<https://www.compass.state.pa.us/CWIS>



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: *Volunteer Having Contact with Children*
Volunteer Category: *Other*
Agency Name: *Fairhill Manor Christian Church*

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

PENNSYLVANIA STATE POLICE CRIMINAL RECORD CHECK - \$0.00

<http://epatch.pa.gov>

1. Click on "New Volunteer Record Check."
2. Enter your "Personal Information" and click "Next."

Volunteer Organization Name: Fairhill Manor Christian Church

Volunteer Organization Phone Number: 724-225-8610

3. Review your personal information and click "Proceed."
4. Enter the information on the "Record Check Request Form" and click "Submit This Request."
5. On the "Record Check Request Review," click "Submit."
6. 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.
7. Click on the "Control #" in the chart next to your name to view the results.
8. Click on "Certification Form" on the "Record Check Details" page.
9. Print the resulting page.
10. 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 9 above.

FBI CRIMINAL BACKGROUND CHECK - \$23.25

This clearance is required for unpaid volunteers who have not been continuous residents of PA for the last 10 years. 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 6 Z J**.
- 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.