

Instructions for Obtaining Clearances

Tier 1 Clearances – Volunteer, PA Resident for 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

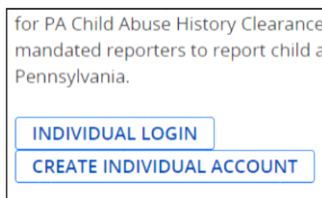
Included below is guidance on what to do at various stages of the application process when the next step may not be clear. These are not full instructions. Actual online appearances may differ from the screenshots presented here. If you need additional guidance, please contact the Personnel Committee.

PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE - \$0.00 (EVERY 57 MONTHS, OTHERWISE \$13.00)

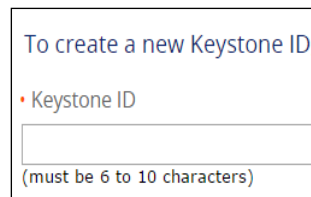
If it has been less than 57 months since you last applied for this clearance, you will pay for it using a debit/credit card, then submit a voucher with your receipt for reimbursement.

1. **Create an Individual Account**

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



Click on
“Create Individual Account.”

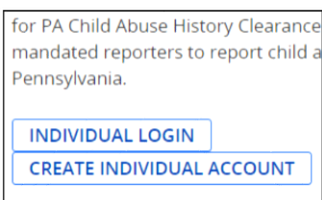


Make up your own
“Keystone ID.”

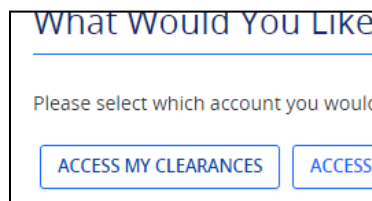
Login to the email account
you provided to retrieve your
temporary password.

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

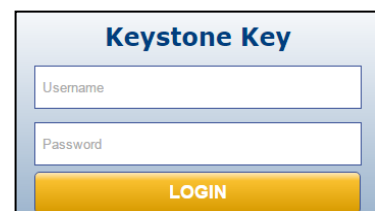
<https://www.compass.state.pa.us/CWIS>



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 - \$0.00

Unpaid volunteers who have been continuous residents of Pennsylvania for the last 10 years may choose to complete a disclosure statement in lieu of obtaining the FBI Criminal Background Clearance. Sign and date the attached "Disclosure Statement Application for Volunteers" in the presence of a witness.

What to submit: A signed and dated "Disclosure Statement Application for Volunteers."

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Disclosure Statement Application for Volunteers

Required by the Child Protective Service Law

23 Pa. C.S. Section 6344.2 (relating to volunteers having contact with children)

I swear/affirm that I am seeking a volunteer position and **AM NOT** required to obtain a certification through the Federal Bureau of Investigation, as:

- the position I am applying for is unpaid; **and**
- I have been a resident of Pennsylvania during the entirety of the previous ten-year period.

I swear/affirm that I have not been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

I swear/affirm that I have not been convicted of any of the following crimes under Title 18 of the Pennsylvania consolidated statutes or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

Chapter 25	(relating to criminal homicide)
Section 2702	(relating to aggravated assault)
Section 2709.1	(relating to stalking)
Section 2901	(relating to kidnapping)
Section 2902	(relating to unlawful restraint)
Section 3121	(relating to rape)
Section 3122.1	(relating to statutory sexual assault)
Section 3123	(relating to involuntary deviate sexual intercourse)
Section 3124.1	(relating to sexual assault)
Section 3125	(relating to aggravated indecent assault)
Section 3126	(relating to indecent assault)
Section 3127	(relating to indecent exposure)
Section 4302	(relating to incest)
Section 4303	(relating to concealing death of child)
Section 4304	(relating to endangering welfare of children)
Section 4305	(relating to dealing in infant children)
Section 5902 (b)	(relating to prostitution and related offenses)
Section 5903 (c) (d)	(relating to obscene and other sexual material and performances)
Section 6301	(relating to corruption of minors)
Section 6312	(relating to sexual abuse of children), or an equivalent crime under Federal law or the law of another state.

I swear/affirm that I have not been convicted of a felony offense under Act 64-1972 (relating to the controlled substance, drug device and cosmetic act) committed within the past five years.

I understand that I shall not be approved for service if I am named as a perpetrator of a founded report of child abuse within the past five (5) years or have been convicted of any of the crimes listed above or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

I understand that if I am arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law as listed above, or am named as perpetrator in a founded or indicated report, **I must provide the administrator or designee with written notice not later than 72 hours after** the arrest, conviction or notification that I have been listed as a perpetrator in the Statewide database.

I understand that if the individual responsible for employment decisions or the administrator of a program, activity or service has a reasonable belief that I was arrested or convicted for an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law, or was named as perpetrator in a founded or indicated report, or I have provided notice as required under this section, the individual responsible for employment decisions or administrator of a program, activity or service shall immediately require me to submit current certifications obtained through the Department of Human Services, the Pennsylvania State Police, and the Federal Bureau of Investigation, as appropriate. The cost of clearances shall be borne by the employing entity or program, activity or service.

I understand that if I willfully fail to disclose information required above, I commit a misdemeanor of the third degree and shall be subject to discipline up to and including denial of a volunteer position.

I understand that certifications obtained for the volunteering purposes can only be used for that purpose and cannot be used for employment purposes.

I understand that the individual responsible for employment decisions or the administrator of a program, activity or service is required to maintain a copy of my certifications.

I hereby swear/affirm that the information as set forth above is true and correct. I understand that false swearing is a misdemeanor pursuant to Section 4903 of the Crimes Code.

Name: _____

Signature: _____

Witness: _____

Signature: _____

Date: _____

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