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## **Required Background Clearances for PA Volunteers**

### **1. PA State Police Criminal Record Check**

Cost: \$22.00 (Paid online via credit card) – FREE for volunteers as of July 25, 2015

- a. Go to <https://epatch.state.pa.us/Home.jsp>
- b. Click on *Submit a New Record Check*
- c. Read the Terms and Conditions outlined on the page and click *Accept* at bottom.
- d. Follow directions at top of screen to fill out personal information and click *Next*.
- e. Follow directions at top of screen to fill out personal information and click *Enter This Request*.
- f. Follow directions at top of screen to complete payment information (if submitting prior to July 1, 2015).

### **2. PA Child Abuse History Clearance**

Cost: \$10.00 (Paid online via credit card) – FREE for volunteers as of July 25, 2015

- a. Go to <https://www.compass.state.pa.us/cwis/public/home>
- b. Click on *Create Individual Account*. (If you already have a Keystone Key Account skip to step L)
- c. Read welcome information page and click *Next*.
- d. Follow directions at top of screen to fill out personal information and click *Finish*.
- e. The next screen will instruct you to check your email for a temporary password. Once you receive the password, click on the link above to return to the home screen.
- f. Click on *Log In*.
- g. Click on *Access My Clearances*.
- h. Read information on page and click *Continue* at the bottom.
- i. Enter Keystone ID you created and password you received via email then click *Log In*.
- j. Create a new password for your account; make sure to follow password guidelines provided at bottom of screen. Click *Submit*. This will be your password from now on.
- k. The next screen will instruct you to close the window and return to the homepage to login again. Click on the link above to do so.
- l. Click on *Log In*.
- m. Click on *Access My Clearances*.
- n. Scroll to bottom of page and click *Continue*.
- o. Enter your Keystone ID and your new password then click *Log In*.
- p. Read My Child Welfare Account Terms and Conditions. Check box to indicate your acceptance. Click button at the bottom of screen to proceed.
- q. Scroll to bottom of screen and click *Continue*.
- r. Click on *Create Clearance Application*.
- s. Read Getting Started information on page then click *Begin*.
- t. Select *Volunteer* as application type. Under *Volunteer Category* select *Other*. Under *Agency Name* type *First Presbyterian Church*. Click *Next* at bottom of screen.

- u. Follow directions on top of each screen to fill out required information. After completing each page of the application, click *Next* at bottom of screen.
- v. When you reach Make a Payment page, you will be asked if your organization provided a payment code. Select *No*. Click button at bottom of page to proceed.
- w. Follow directions at top of the screen to complete payment information (if necessary).
- x. When completed, be sure to click *Log Out* at top of page.

### 3. Federal Bureau of Investigation (FBI) Criminal Background Check

The Commonwealth of Pennsylvania began using IDEMIA as its electronic fingerprinting vendor in November 2017. The fingerprint-based background check is a 2-step process. Note that fingerprint requests processed through any other agency or purpose cannot be accepted and are not transferrable. COST: \$22.60 (Pay at fingerprinting site via credit card, money order or cashier's check. First Pres can provide financial assistance if the cost is a burden.)

NOTE: If you have been a PA resident for at least the past 10 years, you may submit an affidavit instead of completing the FBI criminal background check. Contact Sara Pantazes for the appropriate paperwork.

- a. The applicant must register prior to going to the fingerprint site. Register online at <https://uenroll.identogo.com> or over the phone by calling 1-844-321-2101 (phone registration is available Monday through Friday, 8am to 6pm EST).
  - i. On the first screen, enter First Pres' Service Code: 1KG738.
  - ii. On the following screens, fill in your personal information as requested.
- b. After registering, the applicant must go to an Identogo Enrollment Center to provide his or her fingerprints. Applicants will be able to find the nearest location during the registration process. Applicants can also use <https://www.Identogo.com/locations> to find a location.
  - i. Appointments are not required before going into an Identogo location. Once registered, applicants may walk-in during a location's posted hours of operation. Scheduling an appointment may lead to lesser/no wait times.

### 4. Child Abuse Prevention Training

Cost: Free

- a. All volunteers must complete a child abuse prevention training within three months of beginning volunteer work at First Pres.
  - i. Stewards of Children trainings will be held quarterly at the church. This is an in-person training that lasts 2 hours.
  - ii. An online course, completed at your own pace, takes 3 hours and can be accessed at [www.reportabusepa.pitt.edu](http://www.reportabusepa.pitt.edu).
  - iii. Volunteers may also provide documentation of completion of a similar child abuse training program. This alternative program must teach how to recognize and respond to signs of child abuse. It will be the responsibility of the Head of Staff, and either the Director of Christian Education or Director of Youth Ministries, to verify the strength of this alternate training and whether its contents provide the knowledge the church wants its volunteers to have.

If you have questions about any of the information on this page, or need help filling out your applications for clearances, please contact Sara Pantazes at [spantazes@firstpreswc.com](mailto:spantazes@firstpreswc.com) or by calling the church office at 610-696-0554. After you have received your clearances please submit a copy of each to Sara Pantazes at the church office.