

## Instructions for obtaining clearances as a volunteer:

### 1. PA State Police Background Check (FREE for Volunteers /\$22 fee for non-volunteers & if requesting prior to 5 years)

- Go to <https://epatch.state.pa.us>.
- Click the yellow button "New Record Check" (volunteers only).
- Follow instructions, check box, and click "Accept".
- In the first drop down box "Reason for Request" choose "VolunteerFREE".
- Fill in the information (Volunteer Organization Name will be FUMC of Mechanicsburg and Volunteer Organization Telephone Number is 717-766-4611).
- Verify information is correct, click "Proceed".
- Input your information and click "Enter this Request"
- Input additional people you may be processing a request for (such as a spouse) and click "Finished" when done.
- Click "Submit" on Record Check Request Review Page.
- When processing is complete, click on the blue control # by your name to view the results.
- Click on the blue "Certification Form" link.
- Print the form that appears.
- Turn in a copy of this form to the church office and keep a copy for your personal records.

### 2. PA Child Abuse Clearance (Act33) (FREE for Volunteers /\$13 fee for non-volunteers & if requesting prior to 5 years)

- Go to <http://www.dhs.pa.gov/publications/findaform/childabusehistoryclearanceforms/index.htm>
- Follow link on the page under "electronic submission" or follow the paper submission instructions and print off a CY113 form if preferred and mail in the form (remember to include payment if needed).
- Click on "create individual account" to register as a new user.
- Click "Next" on the welcome page
- You will be prompted to create a Keystone ID (username) and a temporary password will be emailed to you, click "Finish".
- Once you receive your password, return to <https://www.compass.state.pa.us/CWIS> and click "Individual Login".
- When asked "What would you like to do today?" click "Access My Clearances"
- On the next page, click "Continue" in the bottom right corner.
- At the login screen, enter the Keystone ID you created and the password from the email. Click "Submit".
- You will be prompted to create a new password. After doing so click "Close Window" and you should be redirected to the Login page (if not return to <https://www.compass.state.pa.us/CWIS> to access the page).
- Once on the login page, insert Keystone ID and newly created password and click "Login".
- Follow the prompts to accept certain criteria and hit "Next" on the bottom right to move to the next page.
- Click on "create clearance application". (You will need information regarding past addressed & past housemates to fill out this form.)
- Click "Begin".
- Under "Application Purpose" mark "Volunteer Having Contact with Children" and under the volunteer category choose "Other" in the drop down bar. Type FUMC of Mechanicsburg under agency name and click "Next".
- Fill in the information as directed and click "Next" to go to the following pages.
- On the payment page, click "waive application fee".
- Once done, you will receive an email informing you that your application was received and will take several days to be processed.
- When you receive an email confirming your application has been processed, login to your account and print a copy of the clearance.
- Turn a copy into the church office and keep a copy for personal records.

### 3. FBI Fingerprints (unless exempt)\*

- Go to <https://www.identogo.com> This is a new system effective November 30, 2017.
- Click on "Get fingerprinted." Put in your state.
- Click on "Digital Fingerprinting." **Enter Service Code: 1KG6ZJ (DHS Volunteer) (PAID EMPLOYEES HAVE A DIFFERENT CODE).**
- Schedule appointment. This will step you through the process to sign up for an appointment at a center of your choice, in your region.
- Estimated amount due is \$21.35
- Call the Helpdesk at 844-321-2124 if assistance is needed.

### 4. All three clearances must be obtained EVERY 60 months (5 years).