

# PA State-Required Background Clearances for Volunteers Serving with Minors

Recent revisions to the Pennsylvania Child Protective Services Law mandates specific clearances for adults who are responsible for the welfare of a minor or have "direct volunteer contact".

"Direct volunteer contact" is defined as the care, supervision, guidance, or control of children and have regular and repeated interaction with children that is integral to a person's volunteer responsibility.

Clearances are valid for 60 months and are transferable to other organizations. Retain the original for yourself to be able to produce copies. Volunteer clearances may be obtained for free every 57 months.

	Required Background Clearance	Response Time	Instructions to Obtain Clearance	Submitting Completed Clearances
1.	<p><b>PA State Police Criminal Record Check</b> <b>FREE for volunteers</b></p> <p><b>Online:</b> <a href="https://epatch.state.pa.us/">https://epatch.state.pa.us/</a></p> <p><b>Mail:</b> <a href="#">Form SP 4-164</a></p>	<p><b>Online:</b> immediate or wait for results</p> <p><b>Mail:</b> two to four weeks</p>	<p>1) Select "New Record Check (Volunteers only)". 2) Accept the terms and conditions for the use of PATCH. 3) Enter your personal information. <b>Church's phone: 610.688.6338</b> 4) Verify information and select "Proceed". 5) Complete additional personal information. 6) Select "Enter This Request". 7) Select "Finished". 8) Select "Submit". 9) Please wait while it processes. MUST know control # to retrieve results. 10) Once processed, click on the control # 11) Select "Certificate Form". 12) Save your certificate and email it to clearances@coswayne.org 13) If desired, select "Back" and click the invoice # to print or save your invoice.</p>	<p>Mail: Church of the Saviour Attn: HR Department 651 North Wayne Avenue Wayne, PA 19087</p> <p>Fax: 610-964-7893 use cover page "Attn: HR"</p> <p>Scan and email to clearances@coswayne.org</p>
2.	<p><b>PA Child Abuse History Clearance</b> <b>FREE for volunteers</b></p> <p><b>Online:</b> <a href="https://www.compass.state.pa.us/CWIS">https://www.compass.state.pa.us/CWIS</a></p> <p><b>Mail:</b> <a href="#">Form CY-113</a></p>	<p><b>Online:</b> can print clearance in two to 14 days</p> <p><b>Mail:</b> one to four weeks</p>	<p>1) Recall addresses where, and individuals with, you have lived since 1975. 2) Select "Create Individual Account" (or "Individual Login", if you already have a Keystone ID). 3) Create your own Keystone ID. 4) You will receive a confirmation email. 5) Click link to log into the CWIS system. 6) Select "Create Clearance Application". 7) Create your own Keystone ID. 8) Complete questions. 9) e-signature is first name and last name only. 10) Check email for a confirmation.</p> <p><b>When the online clearance is complete in one to 14 days:</b> 1) You will receive an email from noreply@pa.gov 2) Log into your account. 3) Select "To view the results" and email your clearance to clearances@coswayne.org</p>	<p>Bring to Church Office (Bldg. B)</p> <p>Place in locked offering box in Bldg. A * Sealed envelope * Clearly marked as "HR Department"</p> <p>NOTE: Do not send full social security number via email or as an attachment.</p>
3a.	<p><b>FBI Criminal History</b> <b>PA resident for less than 10 years</b> (fingerprint based) <b>Cost: \$22.60</b></p> <p><b>Online then walk in:</b> <a href="https://uenroll.identogo.com/workflows/1KG6ZJ">https://uenroll.identogo.com/workflows/1KG6ZJ</a></p>	<p><b>Response time:</b> one to four weeks</p>	<p>1) "1KG6ZJ - Pennsylvania DHS-Volunteer" should be near the top of the page. 2) Select "Schedule or Manage Appointment". 3) Complete questions. 4) Print registration. 5) Choose a location - <a href="https://uenroll.identogo.com/workflows/1KG6ZJ/locator/location">https://uenroll.identogo.com/workflows/1KG6ZJ/locator/location</a> 6) Present government-issued photo id and registration at location. 7) Fingerprints will be taken electronically. 8) Provide church with a copy of the results received in mail.</p>	
OR 3b.	<p><b>FBI Notarized Affidavit</b> <b>PA resident for 10+ consecutive years</b> (in lieu of FBI Criminal History) <b>FREE for eligible volunteers</b></p>	<p><b>Response time:</b> immediate</p>	<p>1) Read affidavit. 2) Bring a government-issued photo ID or passport. 3) Sign affidavit in the presence of a notary (available at the church).</p>	<p>Church office - Cindy Casey is the notary. Tuesday - Friday 10 a.m. - 3:30 p.m. by appointment (cindyc@coswayne.org)</p>