

## PA CRIMINAL CLEARANCE

### Application Instructions

The on-line site is <https://epatch.state.pa.us/Home.jsp>

1. open the site and click on 'New Record Check' for (Volunteers only)
2. read the terms and conditions
3. check the acknowledgement box at the bottom and click 'accept'
4. fill out your personal information on the application completely and click 'next'
5. if you missed anything that is required, the site will let you know to complete the required information lines before proceeding
6. when the clearance is complete, click on the reference number (in blue font)
7. click on the words "View Certificate"
8. if you don't see a printer icon to print the document, use the CTRL + P keys to bring up the printer option, put in the number of copies needed (at least 3 are recommended...two for your personal file and one for the church file)
9. if you don't have a printer, write down the reference number (in blue font), and email or bring the reference number, exactly how you listed your name, and the request date to the Office to print the document for you

## PA CHILD ABUSE CLEARANCE

### Application Instructions

The on-line site is <https://www.compass.state.pa.us/cwis/public/home>

This one is more involved than the PA Criminal Clearance because it will walk you through several privacy steps before actually running your clearance

1. open the site and click on 'Create Individual Account' (if you created one previously and have log-in info that works, skip to #6)
2. choose a Keystone ID (your name or email address or nickname must have 6-10 characters...write this ID down for use in step 6 below)
3. follow the prompts to add your name, birthdate, and email address
4. choose three security questions and type the answers that you will easily remember if needed at a later time, answer the last question given, click 'FINISH', and close the web site
5. a registration verification email will be sent to the email you listed in step 3 which will include a temporary password
6. re-open the site using the link provided in the email, choose 'Individual login', choose 'Access my Clearance', read Learn More, click 'continue' at bottom of page, and log in using your Keystone ID (chosen in step 2 above) and the temporary password from the email you received...you will be asked to choose a new password which will need a combination of at least 8 characters that include both uppercase and lowercase letters, at least one number, and at least one symbol...if you miss any of these details, the site will give you prompts to add the specific missing pieces...write this password down on paper for future use, when prompted, close the site
7. re-open the site using the link provided in the email, choose 'Individual login', choose 'Access my Clearance', read Learn More, click 'continue' at bottom of page, and log in using your Keystone ID (chosen in step 2 above) and your new password, click 'Create Clearance App', read the legalese, and click 'Begin'

8. if you choose to close the application process at any time before it is finished...the information that you have completed online will be saved until you return to the site to complete the application at which time you will need to log in again as above
9. for the Application purpose, choose 'Volunteer having contact with children...'; for the Volunteer category, choose 'other'; for agency name, type 'Fleetwood Bible Church'; scroll to bottom of page and click 'Next'
10. follow the prompts to add your middle name, suffix (ex: Jr., III), gender, and SS number (recommended)...for other names, a maiden name should be listed as well as any nicknames by clicking the '+' and completing information requested. Contact number should be the one most used and identify type (home, mobile), and click 'Next'
11. Address should be your physical residence's street address. You will be asked if this is also your mailing address. If not, provide the mailing address as well. Choose to get both electronic and paper versions (this is a back-up if your printer fails later for some reason,) and click 'Next'
12. Follow the prompts to add all of the addresses in which you resided since 1975...have these handy or come back later to complete the application. Use the '+' to add each one and give as much information as you can remember, and click 'Next'
13. Household members that lived with you in all of the households you listed above since 1975... have these handy or come back later to complete the application. Use the '+' to add each one and give as much information as you can remember, and click 'Next'
14. App Summary allows you to double check all information you provided and edit any necessary typos/corrections, and click 'Next' when all is correct to the best of your knowledge
15. e-Signature page will ask about the fee, check 'No certification fee' and the 'affirm statement', you need only type your current first and last names
16. App payment will ask for a company authorization code, just choose the option that you were 'not given a code' and click 'Waive fee & Submit'
17. your clearance ID# will come up...write it down along with the phone number listed for future reference, in case you do not get your results in a couple weeks...close the web site
18. you should receive an email confirmation that your application was received and in a few days (or weeks), you should receive another email confirmation has been processed. Log in to the website using the link provided in the email, click on 'Access my Clearances', read Learn More and click 'continue', log in with your Keystone ID and password, click on 'To View Result', at the bottom of the screen there may be a strip, click on 'Save' then click on 'Open', the certificate should open and you can print it from there
19. to print your certificate, if you don't see a printer icon, use the CTRL + P keys to bring up the printer option, then put in the number of copies
20. needed (at least 3 are recommended...two for your personal file and one for the church file)
21. if you don't have a printer, you may bring all of your security information to the Office to print the certificate from a church

computer or the mailed certificate can be submitted or copied in the Office

### FBI FINGERPRINT CLEARANCE WAIVER

If you have lived only in PA for the past ten years or more, there is a **waiver form** that the Office has for you to read and **sign (with a signed witness of your signature)**. When you come to the Office during Office hours to sign your waiver, Office personnel can be the witness for your signature

Waiver forms are found in a rack on the wall by the bathrooms in the small hallway that connects North & South Halls. You may request that the Office put a waiver form into your Lobby mailbox. In this case, another church attendee or a family member can be the witness for your signature. Then drop the completed form into the Office mailbox to be placed into your file

### FBI FINGERPRINT CLEARANCE

If you have **lived outside of PA at any time during the last ten-year period**, you need to run an FBI Fingerprint Clearance. The FBI Fingerprint Clearance registration can be done online. The online site is <https://uenroll.identogo.com/>

1. Open the site
2. Enter this Service Code to get started: **1KG6ZJ**
3. Click on "Schedule or Manage Appointment" and complete the on-screen instructions
4. Follow the steps on the website
5. Choose 'Volunteer' as the Reason for the clearance
6. Copy your clearance and drop it into the locked Church Office mail slot in the Coat Room to be placed into your clearance file.

NOTE there is a charge to run this clearance – if you would like the church to reimburse you for this cost, please complete a pink reimbursement form found in a rack in the Coat Room and submit it to the Office with a copy of your proof of payment made and a copy of your final clearance.

## CLEARANCES UPDATE PROCEDURES

The **child abuse prevention legislation in Pennsylvania** extensively changed the Child Protective Services Law (CPSL) and caused any organization working with children to update policies and procedures.

Pastors, Elders, Paid Church Staff, Ministry Directors & Volunteers who work with anyone under the age of 18 should note the following:

- **New workers must complete all of the clearances and other FBC required paperwork before being approved** to serve in any ministry position that involves working with children.
- For purposes of the CPSL requirements, a **volunteer is an adult (age 18+)** serving in an unpaid position in which they have direct contact with children (care, supervision, guidance or control of children, or any other routine interaction with children).
- If a volunteer has **continuously resided in PA for 10 years** AND can swear in writing that he/she has never been convicted of a disqualifying crime in PA, the volunteer needs the two PA clearances and to **sign a waiver form**. All others will need to have an FBI Fingerprint Clearance.
- As Children's Ministry Workers, volunteers are considered to be **mandated reporters of child abuse**. FBC is not required to provide training at this time. However, if you have a training certificate from another entity, please submit a copy of it to the Office for your personal clearance file.
- **If clearances are not complete and/or not updated within the prescribed deadlines, your ability to serve within a particular ministry will be suspended until all clearances are in compliance.**

Carefully read the enclosed instructions for the **three clearances that are now required to be updated every 5 years:**

- **PA Criminal Clearance**
- **PA Child Abuse Clearance**
- **FBI Fingerprint Clearance (or waiver)**

**In addition** to the 3 clearances mentioned above, FBC also requires an application, 2 forms of photo ID, and 2 non-family references be completed and turned in for review and to be stored in your file.

**PLEASE NOTE:** The office will assist you in completion of the necessary paperwork! Call the Church Office to schedule an appointment. Please have all necessary documents and information with you (especially Step 12 information for the Child Abuse clearance) when you arrive, so we can help you get everything filed in a timely manner.

(Instructions Updated 12/14/2021)