

Volunteer Clearances Instructions

Children and Student Ministries

- The Pennsylvania Criminal Record Check can be obtained by submitting the completed application to the Church Office. The record check will be completed by the Director of Children's Ministries through the online services provided at <https://epatch.state.pa.us>. Clearances will be obtained almost immediately and maintained on file at the church. Copies are available upon request.
- The Child Abuse History Clearance can be completed either online or by mail:
 - Requests for child abuse certifications may be made online at <https://www.compass.state.pa.us/CWIS>. If choosing to complete online, you must first notify Emily Hill at emily@newstantonchurch.com to receive a payment code.
 - The first thing you will do is to click Create a New Account. You will be asked for your Keystone ID, this is a login ID that you will create for yourself. Complete all of the required information and an email will be sent with a temporary password. Return to the website and enter this password. You will then be prompted to create a new password. After creating your password, you will need to close that window and return to the website again. This time, click Login and enter your new Keystone ID and password.
 - After entering you login screen, you will click Create a New Application. You must agree to the Terms and Conditions, and then you will access the actual application. All required information must be entered, including all addresses where you have lived and those you have lived with since 1975.
 - After completing the application, you will be given the option to enter a payment code provided by your organization. This is where you will enter the code previously provided by Emily Hill.
 - Results will be processed immediately, if you would like to view them you will need to login to the system using your Keystone ID.
 - The mail in form must be completed and submitted to the Church Office along with the Consent/Release of Information Authorization Form. The results will be mailed directly to the church and will be maintained on file at the church. Copies are available upon request.

- *If you have not been a resident of the state of Pennsylvania for 10 years, you will be required to complete the FBI Federal Criminal History Report*
 - The FBI Federal Criminal History Record requires individuals to have fingerprints done digitally at a registered fingerprinting site. You must first register for the process. This can be done online at www.pa.cogentid.com.
 - Select Department of Human Services. Then, under the Registration Tab, click Register Online.
 - For Payment Type, select Agency from the drop down menu. Enter the following Agency ID: PADW66008. If entered correctly, the Agency Name and Address should auto fill. Enter the following Billing Password: P154O73853.
 - Complete the remainder of the form and click Next at the bottom. Review your responses and click Next again. You will then get a form that says Registration Complete, print this form.
 - At the bottom of this form, it asks if you need to find a print location - click on the link to see the local options. The closest location to the church is Goin' Postal in Mt Pleasant, but there is a location in Greensburg as well. The link will also give you the times that each location is open for walk-in fingerprinting.
 - After choosing a location, take your printed form and a valid form of ID to the fingerprinting site during walk-in hours to be digitally fingerprinted. This must be completed within 90 days of completing the online registration.

If you have any questions related to the required clearances, please contact:

Emily Hill, Director of Children's Ministries

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