

BOTH CLEARANCES ARE REQUIRED

## On-Line Instructions

### Clearance #1 - PA Child Abuse History Certification

1. Make sure you have the following information readily available (name, address, email, social security, etc.)
2. Log onto <http://www.compass.state.pa.us/cwis>
3. If you have not obtained clearances before, select "create individual account". You will need to follow the prompts and create a "Keystone ID". Enter all the other information requested including name, date of birth, your email address and select three (3) security questions to answer. A password will be emailed to your email account.
4. After you receive the email with your temporary password, you can log onto the website and select "Access my Clearances" to complete your application. Make sure that you select "volunteer" as purpose of the certification request because as a volunteer, there will not be any cost to obtain the clearance.

### Clearance #2 - PA Criminal Background Check

1. Log onto <https://epatch.state.pa.us>
2. Select "Submit A New Record Check - Volunteers Only" box. This will allow you to obtain the clearance check for no cost.
3. Go to the bottom of the next page "volunteer acknowledgement section" - click on the check box to verify that you are requesting the form as a volunteer then click on "accept" at the bottom of the page.
4. Fill in all the information requested in the appropriate boxes (name, address, phone, etc.) and click "next" at the bottom of the page.
5. Fill in all the information requested on this page (social security, etc.), check the box to receive your certificate by mail, and click "finished" at the bottom of the page.
6. When the application is complete, you can click on the "certificate number" on the left side of the screen and print the certificate.

Please provide a copy of both clearances to the church office. Thank you for your commitment to be a part of sharing the message of Salvation through Jesus Christ with our youth.