



**Christ's American Baptist Church**  
"Striving to know Christ better and make Him better known."

## **Instructions for Completing Background Clearances for Volunteers**

You must complete:

1. PA Child Abuse History Clearance
2. PA State Police Criminal Record Check
3. FBI Federal Criminal History Clearance and Fingerprinting **OR** complete a PA Residency Affidavit indicating you have been a continuous resident of Pennsylvania for the past 10 years.

Note: If you already have copies of the above clearances less than 5 years (60 months) old, you can provide copies to the church office.

### **1. ACT 151 (CY113) – Child Abuse Clearance – no fee required after July 25, 2015**

Please complete the Pennsylvania Child Abuse History Clearance request form online using the following directions. If you have any questions, please contact Childline Verification Unit at 717-783-6211 or 1-877-371-5422.

You will need the following information:

- All addresses where you have previously lived since 1975
- Names of all individuals with whom you have lived since 1975 to include parents, guardians, siblings, spouses, etc.
- Any previous names you have used or have been known by

#### **To create an account:**

- i. Go to <https://www.compass.state.pa.us/cwis/public/home>
- ii. Click on <create an individual account>
- iii. Click on <next> and type information. This includes creating a Keystone ID which is similar to a username.  
Record your Keystone ID for later use, both now and in the future when you enter this website again.
- iv. Choose and answer 3 security questions as required by the site.
- v. You will be sent a temporary password via email.
- vi. Close out of the window and return to  
<https://www.compass.state.pa.us/cwis/public/home>
- vii. Click on <individual login>
- viii. Click on <access my clearances>. Type in the Keystone ID you just created.
- ix. Click <continue> at the bottom

- x. <Log in> with your Keystone ID and temporary password that was emailed to you
- xi. Create a new permanent password (be sure you write it down somewhere safe or that it is one you can easily remember)
- xii. You will be logged out in order to log back in with your new password

Now you are ready to go to the application!

On the “My Child Welfare Account Terms and Conditions” click on <I have read...>

Click <next> at the bottom of the page

Click on <Create Clearance Application>

**Directions to complete the PA Child Abuse History Clearance Application:**

- i. Purpose of Clearance – **only check one**  
Volunteer: Volunteer having contact with children
- ii. Social Security Number is voluntary. If filing in the Social Security number please fill in the entire number, not just the last four digits.
- iii. Previous Names/Nicknames – Applicant’s name must be the full legal name. Do not use initials as a first name.  
  
Previous names used since 1975 must list any and all full legal names they have ever used including maiden names, aliases and also known as (aka) names  
  
Click on + to ADD PREVIOUS NAMES/NICKNAMES
- iv. Contact Information – click on + to ADD CONTACT INFORMATION
- v. Current Address – the address listed must be the applicant’s current home address.
- vi. Previous Address – list all addresses where applicant has resided since 1975  
  
Click on + to ADD PREVIOUS ADDRESS(ES). You will need to do this for each address at which applicant has lived.
- vii. Household Member Information – include anyone that the applicant lived with since 1975 including parents, guardians, siblings, children, spouse, friends, etc.

Please note the household members' relationship to the applicant, their age (to the best of your knowledge) and their gender. If this section is left blank, the application will be rejected and returned to the applicant.

Click on + to ADD HOUSEHOLD MEMBERS

Note:

For siblings or individuals you lived with when they were single, but are now married, use their married name.

You **must** have a parent or guardian listed, even if both are deceased.

If deceased, just add their name and other info, but for age leave blank.

- viii. eSignature – application must be electronically signed.  
Check the box next to <I hereby certify the information...>  
Type your name as your digital signature.
- ix. Click box "As a volunteer applicant...fee waived..."
- x. Write down your Clearance ID# for your records.
- xi. Print copies of your clearance certificate and give one copy to the church office. You may be able to print the certificate immediately, or it may be mailed or emailed to you, or you may need to go back onto the website at a later date to your account and print your certificate.

**2. ACT 34 (SP4-164) – PA State Police Criminal Record Check – no fee after July 25, 2015**

- i. Go to <https://epatch.state.pa.us/Home.jsp>
- ii. Click on <New Record> and accept terms and conditions  
Volunteer Organization Name: Christ's American Baptist Church  
Phone Number: 717-225-1876
- iii. "Personal Information" screen is the person requesting the background check (which is you). The reason for the request is church. Enter your name, address, and phone number. Click next.
- iv. Verify information is correct and proceed.
- v. "Record Check Request Form" is for your personal information; you are only required to enter your first and last name, social security number and date of birth. Click "enter this request".
- vi. Click "finished".
- vii. "Record Check Request Review" is to verify your information is correct. Click "submit".
- viii. After the record check is complete (should only take a few seconds) click on the control number next to your name.
- ix. Click on "Certificate Form" button and print at least 3 copies of the results page with the state seal watermark.
- x. Click on "back" at the upper right hand corner of the page. You can now exit the website.
- xi. Please give one copy of the certificate form to the church office and keep the others for your records or future use.

**3. ACT 114 – PA Residency Affidavit (no cost) OR FBI Federal Criminal History Clearance and Fingerprinting (\$23 fee)**

If you have been a continuous resident of PA for the past 10 years, you only need to complete and sign the attached PA Residency Affidavit and return to the church office.

If you have **not** been a continuous resident of PA for the past 10 years, follow the below directions to register for fingerprinting:

**You must fill out the application before getting fingerprinting done.**

- i. Go to  
[https://www.pa.cogentid.com/ohio/DPW/DPW\\_map/DPW\\_Regions\\_Clickable.html](https://www.pa.cogentid.com/ohio/DPW/DPW_map/DPW_Regions_Clickable.html)
- ii. Choose the Department of Human Services
- iii. Under the Registration banner to the right click “Register online”
- iv. On the “Applicant Registration for Department of Human Services” form: leave the first yellow box with the word “credit card” showing
- v. Next yellow box (reason for fingerprinted), choose “employment with a significant likelihood of regular contact with children”
- vi. Fill in all yellow boxes with your personal information. Click “next”.
- vii. Verify all information is correct on the “step 2” screen. Click “next”.
- viii. On “step 3” complete credit card information. Click “pay”.
- ix. On “Registration complete”, print 3 copies – one for you, one for the church office, and one to take with you when you go to the fingerprinting site.
- x. Go to a fingerprinting site as soon as possible. Click where designated on the screen to find a fingerprinting site near you.
- xi. You will receive an official copy in the mail. You must turn in a copy of this document to the church office as soon as you receive it in the mail.
- xii. If you have not received a copy in 8 weeks, please call the Department of Human Services at 1-877-371-5422