

All volunteers who, through their volunteer position, are responsible for the welfare of a child or have direct contact with children, are required to obtain and renew the following three background checks every 5 years:

1. *Pennsylvania Criminal Background Check - Free*
2. *Pennsylvania Child Abuse Clearance - Free*
3. *FBI Fingerprinting*

(a) **FBI Fingerprinting - \$22.60\*** Volunteers who have **NOT** been a resident of PA for the last 10 consecutive years. (\*If the cost is a hardship, please speak with Sara Mason. Cost is covered for college students. )

(b) **A Volunteer Affidavit - Free** Volunteers who have been a resident of PA for the last 10 consecutive years. You must sign a Volunteer Affidavit supplied by HCRPC (it does NOT need to be notarized).

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## 1. **Pennsylvania Criminal Background Check**

1. Go to <https://epatch.state.pa.us>
2. Click the yellow box that says "New Record Check – VOLUNTEERS ONLY."
3. Read the terms, check the box at the bottom, and click "Accept."
4. Fill in your personal information and click "Next."
  - For reason: VOLUNTEER should already be in the box.
  - Organization name: Hope Community RP Church Phone: 724-843-4840
5. Review your information and click "Proceed."
6. You will now need to enter your personal information again.
  - Click "Enter this request."
7. It may appear as though nothing happened, but scroll down and you will see 1 record request in the queue.
  - Click "Finished."
8. Verify the information and click "Submit."
9. Once submitted, you will receive your results.
10. If a status of "No Record" is received, be sure to double click on the "Control Number."
  - This will bring up another screen of details. Double click on the blue link that says "Certification Form."
  - This will create a document that is your official "No Record" form.
11. Print this form and bring it to the church office. If you have an electronic copy of your results you may also email it to the church office at [sara@hopecommunityrpc.com](mailto:sara@hopecommunityrpc.com).

## 2. **Pennsylvania Child Abuse Clearance**

1. Go to: <https://www.compass.state.pa.us/cwis/public/home>
2. Click "Create Individual Account"
3. Click "Next" at the bottom of the page.
4. Fill in necessary information and click "Finish" at the bottom.
  - \*The Keystone ID can be any combo of numbers/letters but must be 6-10 characters (Ex.: SMason1643)
5. A temporary password will be e-mailed to the e-mail address that you provided. Check your email.
  - Open the email that says "Commonwealth of Pennsylvania."
  - Write down your temporary password, making sure that each letter is correct.
6. Go back to <https://www.compass.state.pa.us/cwis/public/home>
  - Click "Individual Log in." → Click "Access my clearances." → Click "Continue" at the bottom of the page
  - Type in your username and temporary password that you wrote down
7. Create a NEW permanent password and enter it twice. (Passwords must contain a capital letter, a number, and a special sign.)

8. Log in again using your username and NEW permanent password you just created.
9. You will be given the terms and conditions for the Child Welfare Account. Click the box that indicates that you have read the terms, and then click "Next."
10. You will be given security information. Click "Continue" at the bottom right of the page.

**You are now logged in.**

1. Click "Create Clearance Application."
2. You will be given an overview of the clearance process. Click "Begin."  
-You need all previous addresses, people you lived with, and any previous names you have been known by.
3. You will be asked for the purpose of your application. Click "Volunteer." (*First option*)
4. You will be asked for a volunteer category. Choose "other."
5. You will need to provide an agency name. (*Hope Community Reformed Presbyterian Church*) Click "Next."
6. Fill in all the information about yourself and click "Next."
7. On the next page, you will fill in your current address. (You will also have the option of having your clearance mailed to you. You will be able to download and print the clearance from the website once it is approved, but if you would prefer to have it mailed, now is your chance. Click "Next.")
8. Enter all addresses you have lived at since 1975. Click "Next."
9. Type the names of everyone you have lived with since 1975. Click "Next."
10. Look over your application and make sure everything is correct. Click "Next."
11. When they ask for a code from your organization, please select the option that says you do NOT have a code.  
The application will still work without a code.
12. You will be asked to electronically sign the application. Type your name and click "Next."
13. After completing the on-line application, you will receive an email indicating your results are ready. Log-in using the same password you created when applying. You will be able to access and print out the results.
14. (*Note: You will only receive the results through regular mail if you request the results to be mailed to you or you apply through a paper process.*)

**3. FBI Fingerprinting** - if you have NOT been a resident of PA for the last 10 years

- *Fingerprint appointments are not required, but pre-registration is. Once registered, you may walk-in during a location's posted hours of operation, but scheduling an appointment may lead to lesser/no wait times.*

1. To pre-register for a FBI background check and/or find a fingerprinting location, you can access the IDEMIA website at <https://www.identogo.com>.
2. Click the blue box that says "Get Fingerprinted."
3. Select "Pennsylvania" and hit Go.
4. Click "Digital Fingerprinting."
5. Enter Service Code: **1KG6ZJ** and hit Go.
6. Click "Schedule Appointment" and follow the prompts.

Here are three nearby locations, with differing hours, to be fingerprinted. More are presented online.

- **Beaver County YMCA (Tue & Thu 4p-7p; 1st/3rd Sat. 7a-11a)** 2236 3rd Ave, New Brighton, PA 15066
- **The Beaver Valley Intermediate Unit (Mon-Fri 9a-2:30pm)** 147 Poplar Ave, Monaca, PA 15061  
*Located inside the Beaver Valley Intermediate Unit 27*
- **IdentoGO (Tue-Fri 9a-12p, 1p-4p; Sat 9a-3p)** 3000 Stonewood Dr, Ste 100, Wexford, PA 15090

- After fingerprinting, you will receive your official results in the mail.
- Please bring or email your results to the church office as soon as possible.

*If you have lived in PA for the last, consecutive ten years then you do not need to complete the FBI Fingerprint clearance. Instead, please read and sign the Act 153 Affidavit below and return it to the church office. Thank you!*

**ACT 153 VOLUNTEER AFFIDAVIT**

I declare under penalty of perjury that the following is true and correct:

1. I have been a resident of the Commonwealth of Pennsylvania during the entirety of the previous ten-year period from the date of this document;

2. I have NEVER been named the perpetrator of a founded report of child abuse;

3. I have NEVER been convicted of one or more of the following types of offenses, including the attempt, solicitation, or conspiracy to commit any of the following offenses:

- |   |  |
|---|--|
| a. Criminal homicide                      | k. Indecent exposure                   |
| b. Aggravated assault                     | l. Incest                              |
| c. Stalking                               | m. Concealing the death of a child     |
| d. Kidnapping                             | n. Endangering the welfare of a child  |
| e. Unlawful Restraint                     | o. Offenses related to infant children |
| f. Rape                                   | p. Felonies related to prostitution    |
| g. Statutory sexual assault               | q. Obscene materials/performances      |
| h. Sexual assault                         | r. Corruption of minors                |
| i. Involuntary deviate sexual intercourse | s. Sexual abuse of children            |
| j. Indecent assault                       |  |

4. Within a 5-year period immediately preceding the date of this document, I have not been convicted of a felony offense under The Controlled Substance, Drug, Device and Cosmetic Act; AND

5. I have not been convicted of an offense similar in nature to those crimes listed under paragraphs 2, 3, or 4 above under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former Pennsylvania law.

I understand that statements herein are made subject to the penalties of 18 Pa. C.S. § 4904 relating to unsworn falsification to authorities.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name