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\***For volunteers who have NOT been a resident of PA for the last 10 consecutive years. (\*If the cost is a hardship, please speak to the church office.)

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

**1. Pennsylvania Criminal Background Check**

* Go to <https://epatch.state.pa.us>
* Click the yellow box that says *“New Record Check - VOLUNTEERS ONLY”*
* Read the terms, check the box at the bottom, and click *“Accept”*
* Fill in your personal information and click *“Next”*
  + For reason: Volunteer
  + Organization name: Bethel EPC
  + Phone: 724-667-8031
* Review your information and click *“Proceed”*
* Enter your personal information again. Click *“Enter this request”*
* Scroll down and you will see 1 record request in the queue. Click *“Finished”*
* Verify the information and click *“Submit”*
* Once submitted, you will receive your results.
* If a status of “No Record” is received, double click on the “Control Number.”
  + This will bring up another screen of details.
  + Double click on the blue link that says “Certification Form”
* Print and bring the certification to the church office, or email a copy to the church office at office@bethelepc.org

**2. Pennsylvania Child Abuse Clearance**

* Go to: <https://www.compass.state.pa.us/cwis/public/home>
* Click *“Create Individual Account”*
* Click *“Next”* at the bottom of the page.
* Fill in necessary information and click *“Finish”*
* A temporary password will be e-mailed to the e-mail address that you provided.
  + Open the email from the ‘Commonwealth of Pennsylvania’
  + Write down your temporary password, making sure that each letter is correct.
* 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
* Create a NEW permanent password and enter it twice.
* Log in again using your username and NEW permanent password you just created.
* 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”*

* You will be given security information. Click *“Continue”* at the bottom right of the page.

**You are now logged in.**

* Click *“Create Clearance Application”*
* You will be given an overview of the clearance process. Click *“Begin”*
  + You need all previous addresses, people you lived with, and previous names you have been known by.
* You will be asked for the purpose of your application. Click *“Volunteer”*
* You will be asked for a volunteer category, choose *“Other”*
* You will need to provide an agency name, use “Bethel EPC”. Click *“Next”*
* Fill in all the information about yourself and click *“Next”*
* On the next page, you will fill in your current address.
  + You 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”*
* Enter all addresses you have lived at since 1975. Click *“Next”*
* Type the names of everyone you have lived with since 1975. Click *“Next”*
* Look over your application and make sure everything is correct. Click *“Next”*
* 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.
* You will be asked to electronically sign the application. Type your name and click *“Next”*
* 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.
  + Note: You will only receive the results through regular mail if you requested the results to be mailed to you.

**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.

* 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>

* Click the blue box that says *“Get Fingerprinted”*
* Select *“Pennsylvania”* and click *“Go”*
* Click *“Digital Fingerprinting”*
* Enter Service Code: **1KG6ZJ** and click *“Go”*
* Click *“Schedule Appointment”* and follow the prompts.
* Nearby locations (more locations can be found online):
  + New Castle: 119 E North St New Castle, PA/Hours: Monday-Friday: 9a-12:30p & 2-4p
  + Beaver County YMCA: 2236 3rd Ave, New Brighton, PA/Hours: Tue & Wed 4-7p; 1st/3rd Sat. 7-11a
  + Beaver Valley: 147 Poplar Ave, Monaca, PA/Hours: Mon-Fri 8:30a-12p & 1:20-3pm

(Located inside the Beaver Valley Intermediate Unit 27)

* After fingerprinting, you will receive your official results in the mail. Please bring or email your results to the church office at office@bethelepc.org as soon as possible.