

Community Alliance Church

800 Mercer Road ~ Butler, PA 16001
(724) 282-0230

Clearance Instructions for Volunteers 18 years of age and older

Thank you for your decision to serve as a **volunteer** at Community Alliance Church. According to Pennsylvania law, every volunteer 18 years of age and older is required to have the following three clearances completed and turned into the church **BEFORE** they serve in any capacity with minors. Community Alliance Church will keep copies of the volunteer's clearances in a **secure** digital file.

1. PA Criminal Check

2. PA Child Abuse Check

3. FBI Fingerprint Record Check

If you, the volunteer, have been a resident of PA for the entirety of the previous ten years, you need to sign an FBI Waiver, available from a staff person. If you have not lived in Pennsylvania for the last ten years, you will need to have an FBI Fingerprint Record Check done.

For your convenience, this document includes detailed instructions about how to acquire your clearances:

1. PA Criminal Check

- A. Go to: <https://epatch.pa.gov/home>
- B. "New Record Check": Make sure you click on the one for "Volunteers only"
- C. Scroll Down – Check the box verifying you are an unpaid volunteer. Click Accept
- D. Click Individual Request, then click Continue
- E. Enter your info (enter your own info even if you are helping someone else)
 - a. Reason for Request – "VolunteerFree"
 - b. Rest of info is straightforward
 - c. Click "Next"
 - d. Proofread your info, click "Proceed"
- F. Enter info for person(s) who are being checked (Name, SSN, birthdate, gender)
- G. After you have entered info for everyone you want to check, click "Finished".
- H. Click Submit
- I. The check usually runs instantly. After it is done, **print (or email) clearances**
- J. Clearance emails-send to megang@butlercac.org Bring printed clearances to CAC

2. PA Child Abuse Check

- A. Go to Child Welfare Portal <https://www.compass.state.pa.us/CWIS/Public/Home>
- B. Create new account (takes < 5 minutes)
 - a. Click "Create Individual Account"
 - b. Click "Next"
 - c. Enter Information
 - (a) Keystone ID: This is a bit confusing. **Your Keystone ID is the username you make up** (eg. cacdude)- Write this down you will need this to log in later in this process
 - d. Click "Finish"
- C. Check your email – you will receive a temporary password and further instructions in email
- D. Go back to Child Welfare Portal (<https://www.compass.state.pa.us/CWIS/Public/Home>)
 - a. Click "Individual Login"
 - b. Access My Clearances
 - c. Scroll down, "Continue"
 - d. Log in using username and temp password

- e. Create new password (write it down)
- f. Re-login with new password
- g. Accept terms and conditions, "Next"
- h. Scroll down, "Continue"
- i. Click "Create Clearance Application"
- j. Click "Begin"
- k. Choose - "Volunteer Having Contact with Children: Applying for the purpose of volunteering as an adult for an unpaid position with a child-care service, a school or a program, activity or service, as a person responsible for the child's welfare or having direct volunteer contact with children."
- l. Click "Next"
- m. Fill out information, Next (entering SSN info can help expedite and prevent mistakes)
- n. Fill out addresses, Next
- o. Click Yes on Certificate Delivery
- p. Fill out previous addresses, Next
- q. Fill out household members, Next
- r. Review, Next
- s. E-sign, Next
- t. Click No for organization provided payment code
- u. Submit application
- v. Once the check is complete, you receive a confirmation email.
- E. After finishing the submission, the user can log back into their Child Welfare Portal account at any time to view the status of their submission, and **print (or email) their certificate once it is complete.**
- F. Clearance emails-send to megang@butlercac.org Bring printed clearances to CAC

3. FBI Fingerprint Record Check

- A. Go to www.identogo.com
 - A. Scroll down to "Digital Fingerprinting" Click fingerprint
 - B. Select by State- Pennsylvania, click Go
 - C. Click Digital Fingerprinting
 - D. Click Go
 - E. Enter Service Code: 1KG756 (Department of Human Resources code)
 - F. Click Schedule or Manage Appointment
 - G. Fill Out Application
 - H. **No**, you do not have a Payment code- Save the receipt and submit it to CAC for reimbursement
 - I. Location – Type 16001- select **location**-select **Next**- The closest location to select is Zelenople.
 - J. Select Date and Time
 - K. Screen will show Service Summary- print for your records
 - L. Select Done
- B. Take with you to the fingerprinting center:
 - A. PA Driver's License
 - B. Your registration ID (it will be on what you printed)
 - C. A form of payment.
- C. The government will mail you your clearance – it has been taking about 5 business days.
- D. Bring your receipt and clearance to the church.

If you have any questions or concerns regarding this process, please contact:

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