GM

PA CRIMINAL HISTORY CLEARANCE (ACT 34)

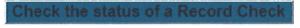
STEPS:

- 1. Go to the PA State Police Access to Criminal History site at: https://epatch.state.pa.us. This clearance is free for volunteers.
- 2. Click New Record Check (Volunteers only)
- 3. Go through the Terms and Conditions page. Click the box in the Volunteer Acknowledgement Section and click **Accept** to go to the next step.
- 4. Complete the **Personal Information** page. You can put your name and telephone number for the Organization Name and Organization Telephone Number.
- 5. Look over the **Personal Information Review** page and click **Proceed**.
- 6. Complete the **Record Check Request Form** and **click**

Enter This Request

TO VIEW/ACCESS YOUR CLEARANCE:

7. Go to https://epatch.state.pa.us and click



Control # • R18976657 and the rest of the required

8. Enter in your Control Number, EXAMPLE information and click **Search**.

9. Your search results should appear below. To view your Record Check Details, click

EXAMPLE EXAMPLE. The Control # will highlight red when you put your cursor over the number.

10. Click Certification Form at the bottom of the Record Check Details page to access and print your PA Criminal History Clearance.

CHILD ABUSE HISTORY CLEARANCE (Act 151)

STEPS:

1. Go to the PA Child Welfare Portal at: https://www.compass.state.pa.us/cwis/ This clearance is free for volunteers every 57 months.

CREATE INDIVIDUAL ACCOUNT

- 2. Sign in to your account. If you do not have one click: to set one up. Remember to <u>retain your Keystone ID (username) and password</u>.
- 3. After signing into your account, you will see a page that asks, "How do you want to verify your account?" Select your preferred method. Enter the provided security code.
- 4. You will then see a page that asks, "What type of device are you using?" Select your device.
- 5. You will then be directed to the My PA Child Abuse History Clearances page. Select Create

New Application.

- 6. You will then be directed to the **Getting Started** page. Review What to Expect, Information You Will Need, Volunteer Applicants, and Additional Information.
- 7. Select **Begin** and complete the application. Once the application is completed, you can determine if you would like a Certificate mailed via U.S.P.S.
- 8. You will receive an email confirming that the request has been received. Processing time is approximately 7-10 days.
- 9. Login to your account to check on the status of the results. The results will look like this click the link in the green box to obtain your certificate:

e-Clearance ID: 000001859508 & RESUBMIT

Purpose School Employee Governed by Public School Code Created On 08/10/2016

Updated On 08/15/2016

Vended On 08/15/2016

FBI FEDERAL CRIMINAL HISTORY - FINGERPRINT (Act 114):

- Go to https://uenroll.identogo.com Enter 1KG6ZJ for PDE-Volunteers. The cost of this clearance is \$23.25.
- 2. Fill out all required information and click **Next** after each section. You will need to choose a form of identification to bring with you for fingerprinting.
- 3. If you choose to have your fingerprints done at the Northwest Tri-County Intermediate Unit #5, please read these instructions. This is a two-step process.
- 4. You may choose a location and set up an appointment (or you can be a walk-in). Once you have registered, **print the receipt or take the receipt on a smartphone to your IdentoGO Location** for payment (\$23.25 debit/credit card or money order) and fingerprinting:
 - a. Northwest Tri-County Intermediate Unit #5, 252 Waterford St, Edinboro, PA
 - b. Erie County Technical School, 8500 Oliver Rd, Erie, PA
- 5. If you use the volunteer service code, you must provide a physical copy of the clearance. GMSD cannot use your UEID number to look up your clearance. If you used the GMSD employment code, we are able to access your clearance using your UE ID number..

Please deliver clearances to any GMSD building front office or send directly to:

Therese Walter Education Center General McLane School District 11771 Edinboro Road Edinboro PA 16412 ATTN: Sarah Grabski