



PA CRIMINAL HISTORY CLEARANCE (ACT 34)

STEPS:

1. Go to the PA State Police Access to Criminal History site at: <https://epatch.pa.gov/home>
This clearance is **free for volunteers**.
2. Click New Volunteer 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 Next.
6. Complete the **Record Check Request Form** and click Enter This Request

TO VIEW/ACCESS YOUR CLEARANCE:

7. Go to <https://epatch.pa.gov/home> and click

Check the status of a Record Check

CONTROL # ⇅

R18976657

8. Enter in your Control Number, EXAMPLE R18976657 and the rest of the required information and click **Search**.
9. Your search results should appear below. To view your **Record Check Details**, click

Control # ⇅

R18976657

EXAMPLE R18976657. 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.
2. Sign in to your account. If you do not have one click: CREATE INDIVIDUAL ACCOUNT to set one up. Remember to **retain your Keystone ID (username) and password**.
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

Purpose School Employee Governed by Public School Code

Created On 08/10/2016

Updated On 08/15/2016

RESUBMIT

Your application has been processed. To view the result click here.

Verified On 08/15/2016

FBI FEDERAL CRIMINAL HISTORY – FINGERPRINT (Act 114):

1. 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. This is only valid or Employment. The IU#5 will not accept volunteer appointments.
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**