

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>
 - a. This clearance is free for volunteers.
2. Click  (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 

TO VIEW/ACCESS YOUR CLEARANCE:

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



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#.
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 USPS.
8. You will receive an email confirming that the request has been received. Processing time can be between 7 to 10 days.
9. Log in 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.

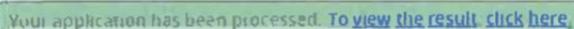
e-Clearance ID: 000001859508 



Purpose School Employee Governed by Public School Code

Created On 08/10/2016

Updated On 08/15/2016



Verified On 08/15/2016

FBI FEDERAL CRIMINAL HISTORY-FINGERPRINT (Act 114):

1. Go to <https://uenroll.identogo.com> Enter **1KG6XN** for PDE-Volunteers and employment. The cost of this clearance is \$25.25.
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 must provide a physical copy of the clearance.
5. 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

