

Instructions on Obtaining Volunteer Clearances

Act 34, PA Criminal History Clearance (No cost)

1. Go to: <https://epatch.pa.gov/home>
2. Click on New Volunteer Record Check
3. Read over the information
4. Click the box following the volunteer acknowledgment section
5. Click accept
6. Under volunteer organization name, enter your name
7. Skip the phone number box
8. Enter your first name, last name, address, city, state, zip code, email address, and phone number in the corresponding boxes
9. Click next
10. Review all the information
 - * If you need to correct an item, click on back
 - * If the information is correct, click proceed
11. Enter your first name, last name, and date of birth in the corresponding boxes
12. If applicable, enter alias information
13. Click submit this request
14. Click submit
15. Make note of your control number, date of request, and the exact name you used
16. After a day (or more), this clearance should be ready to print
 - * Go to: <https://epatch.pa.gov/home>
 - * Click on check the status of a record check
 - * Enter the control number, date of request, and the exact name that you used
 - * Scroll down and then click on the blue control number
 - * Scroll down and then click on the blue "Certification Form"
 - * Print this form

Questions on clearances should be directed to the Education Center, 814-273-1033

Deliver clearances to any GMSD school office or the Education Center

Act 151, PA Child Abuse History Clearance (No cost)

1. Go to: <https://www.compass.dhs.pa.gov/cwis/>
2. If you have an account, click on login to your individual account. If you do not already have an account, click on create individual account.
 - * Be sure to record the Keystone ID and password that you created for this account.
3. Select your preferred method
4. Select the type of device you are using
5. Select Create New Application
6. Review the information
7. Select begin and then complete the application
8. Select to have a copy mailed to you via USPS
9. You will receive a confirmation that your request has been received
10. After a week (or more), this clearance should be ready to print
 - * Go to: <https://www.compass.dhs.pa.gov/cwis/>
 - * Log into your account you created

- * Click on the link in the green box
- * Print this form

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Act 114, Federal Criminal History Record (fee)

1. If you plan on choosing the Northwest Tri-County Intermediate Unit #5 as your location to complete this, please be aware that this is a two-step process. You must register with the IU#5 and IdentoGo.
2. Go to the following link for step-by-step directions:
https://www.generalmclane.net/wp-content/uploads/2025/10/Fingerprinting-Scheduling-Process_25.pdf

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Act 24, Federal Criminal History Record (no cost)

- * Go to the following link for this clearance: <https://www.generalmclane.net/wp-content/uploads/2023/10/PDE-6004-Arrest-or-Conviction-form.pdf>

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