

## CLEARANCE INSTRUCTIONS FOR VOLUNTEERS

### State Clearances

Required for *Chapel Kids, Chapel Students, Special Needs, Sports, Café, Worship, & Medical/Security Volunteers*

COST: Volunteers - Free

Please see the instructions below to request your PA Criminal History and PA Child Abuse History Clearances. Once completed, please supply a copy of these documents, along with your affidavit/FBI Fingerprint Clearance to [clearances@biblechapel.org](mailto:clearances@biblechapel.org).

### Process

1. To complete these clearances, you will need to visit:
  - **PA Criminal History Clearance:** <https://epatch.pa.gov/home>
    - o Processes IMMEDIATELY
    - o Please make sure to click "CONTROL #" once clearance is processed to receive the PDF.
  - **PA Child Abuse History Clearance:** <https://www.compass.state.pa.us/cwis/public/home>
    - o Processes within 7-14 DAYS
    - o Select "Individual Login" to begin the application.
2. **CLEARANCE RENEWAL**
  - PA Child Abuse History Clearance
    - o *To avoid a fee, do not process a new clearance until one month before your current clearance expires.*
3. After receiving ALL clearances, please send a digital copy to [clearances@biblechapel.org](mailto:clearances@biblechapel.org).

### PA Child Abuse History Clearance

#### For Volunteers:

##### **To create a new account:**

1. Go to <https://www.compass.state.pa.us/cwis/public/home>
2. Click on "Create Individual Account".
3. Follow the prompts.
  - a. **SAVE YOUR KEYSTONE ID FOR FUTURE USE!**
4. You Keystone ID and a temporary password will be sent to your email address.
5. Follow the log-in instructions in the password email message to change your password.
  - a. **SAVE THIS NEW PASSWORD FOR FUTURE USE!**
6. Follow the steps listed below. You will log in using your new Keystone ID and password.

##### **To apply for the PA Child Abuse Clearance:**

1. Go to <https://www.compass.state.pa.us/cwis/public/home>
2. Click "Individual Login" & "Access My Clearances".
3. Use your saved Keystone ID & password to login.
4. Click on "Create Clearance Application" and click "Begin" at the bottom of the page.
  - a. On the "Application Purpose" page, select "Volunteer Having Contact with Children..."
  - b. In the volunteer category, select "OTHER" and enter "The Bible Chapel", then click "NEXT".

5. Follow the prompts.
  - a. When entering your address, the city field only allows one space. If the town or city is more than two words, do not use more than one space and run words together.
6. When completing the application, your eSignature should only include your first and last name (as it appears on the application request).
7. When asked, "Did the organization provide and payment code..." click NO.
8. Follow the prompts.
9. You will see a submission confirmation screen:
  - a. You will receive an email confirming successful submission of your application with and eClearance ID from [noreply@pa.gov](mailto:noreply@pa.gov).
  - b. Within 14 days (or sometimes only a few hours), you will receive a results email from [noreply@pa.gov](mailto:noreply@pa.gov).
  - c. You may also login at any time to check the status of your clearance application.
10. To check the status of your clearance application submission:
  - a. Return to the website <https://www.compass.state.pa.us/cwis/public/home>
  - b. Click "Individual Login".
  - c. Click "Access My Clearances".
  - d. Enter your saved Keystone ID & password and click "Login".
  - e. A green box will appear "your application has been processed. To view the results, click here".
  - f. Click the link to view your clearances.
11. Save this form as a PDF and send it to [clearances@biblechapel.org](mailto:clearances@biblechapel.org) with the other TWO required clearances.