

INSTRUCTIONS FOR CLEARANCES

Pennsylvania Request For Criminal Record Check

1. Go to <https://epatch.pa.gov/>
2. Click on “New Record Check” (Volunteers only)
3. Provide church’s name and telephone for the “Volunteer Organization”
4. Complete Personal Information, press “Next”
5. Verify information and then press “Submit This Request”
6. On next page, press “Submit”
7. On “Record Check Request Results” page, press the blue “Control #” on the left side of the page.
8. On the “Record Check Details” page, click “Certification Form” in the bottom center to see certificate
9. Make a copy of the actual certificate (not the receipt) for your records and provide us with a copy (or email to Karen@communityec.org)

Pennsylvania Child Abuse History Clearance

1. Go to <https://www.compass.state.pa.us/cwis/public/home>
2. Create and Individual Account or Login if account already exists
3. When creating a new account, you will need to provide profile information and will ask you to come up with a keystone ID that meets the parameters. Press “Finish” when done.
4. They will send you two separate emails, one containing a temporary password.
5. Go back to home page and click on “Individual Login”. Go to “Access My Clearances.
6. Read and then click “Continue”
7. Enter keystone ID and temporary password. They will allow you to create a new password (keep these in a safe place for future reference).
8. Read and agree to terms
9. “Create Clearance Application” (or “Add application to Account” if already have one)
10. At “Application Purpose”, be sure to check off that you are a volunteer. Under “Volunteer Category”, choose “Other” and then put in the name of our church under “Agency Name”
11. Provide all information requested and submit.

12. Once you receive either a digital copy or real copy of the clearance, keep one for your records and provide us with a copy (or email to karen@communityec.org)