

Instructions for obtaining clearances as a volunteer:

1. PA State Police Background Check

- Go to <https://epatch.state.pa.us>.
- Click the yellow button "New Record Check" (volunteers only).
- Follow instructions, check box, and click "Accept".
- Fill in the information (Volunteer Organization Name will be FUMC of Mechanicsburg and Volunteer Organization Telephone Number is 717-766-4611).
- Verify information is correct, click "Proceed".
- Input your information and click "Enter this Request"
- Input additional people you may be processing a request for (such as a spouse) and click "Finished" when done.
- Click "Submit" on Record Check Request Review Page.
- When processing is complete, click on the blue control # by your name to view the results.
- Click on the blue "Certification Form" link.
- Print the form that appears.
- Turn in a copy of this form to the church office and keep a copy for your personal records.

2. PA Child Abuse Clearance (Act33)

- Go to <http://www.dhs.pa.gov/provider/childwelfareservices/childabusehistoryclearanceforms/>
- Follow link on the page under "electronic submission" or follow the paper submission instructions and print off a CY113 form if preferred (this clearance is free if not having completed a previous request in the past 5 years, however, if you did, the paper submission will require the \$8 be paid in the form of a money order).
- Click on "create individual account" to register as a new user.
- Click "Next" on the welcome page
- You will be prompted to create a Keystone ID (username) and a temporary password will be emailed to you, click "Finish".
- Once you receive your password, return to <https://www.compass.state.pa.us/CWIS> and click "Individual Login".
- When asked "What would you like to do today?" click "Access My Clearances"
- On the next page, click "Continue" in the bottom right corner.
- At the login screen, enter the Keystone ID you created and the password from the email. Click "Submit".
- You will be prompted to create a new password. After doing so click "Close Window" and you should be redirected to the Login page (if not return to <https://www.compass.state.pa.us/CWIS> to access the page).
- Once on the login page, insert Keystone ID and newly created password and click "Login".
- Follow the prompts to accept certain criteria and hit "Next" on the bottom right to move to the next page.
- Click on "create clearance application". (You will need information regarding past addressed and past housemates to fill out this form.)
- Click "Begin".
- Under "Application Purpose" mark "Volunteer Having Contact with Children" and under the volunteer category choose "Other" in the drop down bar. Type FUMC of Mechanicsburg under agency name and click "Next".
- Fill in the information as directed and click "Next" to go to the following pages.
- On the payment page, click "waive application fee".
- Once done, you will receive an email informing you that your application was received and will take several days to be processed.
- When you receive an email confirming your application has been processed, login to your account and print a copy of the clearance.
- Turn a copy into the church office and keep a copy for personal records.

3. FBI Fingerprints (unless exempt)*

- Go to <https://www.pa.cogentid.com>, Click on the second box on the top row (nursing students, child care,...).
- Use this site to check hours, know "what to bring", and register or call for an appointment (you must register before going in).
- Click "register online" and fill in the yellow highlighted areas of the registration application.
- Fee is \$27.50 (pay online or bring money order).
- Complete registration and click "Next".
- Print out registration sheet and take sheet to the fingerprinting location with proper identification.
- Report will come in the mail, keep a copy for your record and turn a copy into the church office.