

How to Obtain Clearances and/or Reports For Volunteers and/or Key Holders

In addition to Safeguarding God's Children training, all volunteers and/or key holders need the following three clearances.

Child Abuse History Certification (*There is no fee for volunteers.*)

- Remember to apply as a volunteer
- Submit your application online at: <https://www.compass.state.pa.us/cwis/public/home>
- *Create an Account* in the Child Welfare Portal in order to begin.
- Follow directions to obtain user ID and password.
- Complete and submit your application.
- You will receive an email notification with your results within 14 days.
- Print two copies of your certificate.
- Keep one copy for your records.
- Submit one copy to Nancy LeVasseur to keep on file at Saint James (nancy@saintjameslanaster.org) or leave in church office mailbox.

Criminal History Report (*There is no fee for volunteers.*)

- Submit your application online at <https://epatch.state.pa.us>
- Click *New Record Check* and follow directions to submit application.
- This will yield an automatic reply if there is no criminal history. (No Record indicates a clean background check)
- Print two copies of your certificate.
- Keep one copy for your records.
- Submit one copy to Nancy LeVasseur to keep on file at Saint James (nancy@saintjameslanaster.org) or leave in church office mailbox.

PLEASE NOTE: You must print & save the certification form once you have clicked on it. Once viewed, you will have no further access to the document.

FBI Fingerprint Background Check *Volunteers DO have to pay for this clearance.*

Volunteers who are not key-holders need this check if you have lived in Pennsylvania less than 10 years. If you have lived in Pennsylvania for more than 10 years, fill out affidavit on the next page and return it to Nancy LeVasseur.

- Register for fingerprinting online at <https://identogo.com>.
- Enter the code. Volunteers enter: 1KG6TR.
- Click on "Schedule or Manage an Appointment" and provide information as needed.
- Print two copies of your certificate.

- Keep one copy for your records.
- Submit one copy to Nancy LeVasseur to keep on file at Saint James
- (nancy@saintjameslanaster.org) or leave in church office mailbox.

If you have difficulty with any of these applications, please contact Nancy LeVasseur, nancy@saintjameslanaster.org 717.397.4858, Ext. 114.

Affidavit of residence in Pennsylvania: Date ___/___/_____

I, the undersigned, affirm that I have been a continuous resident of the Commonwealth of Pennsylvania for the past ten (10) years. It is my understanding that, for this reason, I am not required (**unless you are an employee or have a key to the premises**) to complete the FBI fingerprinting process for clearance to volunteer at Saint James Episcopal Church in Lancaster, PA.

Print Name: _____

Signature: _____