VOLUNTEER CLEARANCES

PA Child Abuse and PA Criminal History clearances are necessary for ALL volunteers. The FBI Criminal Check is ONLY NECESSARY *if you have not resided in PA for the previous 10 years.*

**PA Child Abuse Clearance**

1. Go to: <https://www.compass.state.pa.us/cwis/public/home>
2. Click ‘Create individual Account’
3. Then, click ‘Next’
4. Create Keystone ID (user name), then click ‘Finish’
5. Follow instructions and print when received
6. Helpline 1-877-343-0494

**PA Criminal History Record Check**

1. Go to: [https://epatch.state.pa.us](https://epatch.state.pa.us/)
2. At the middle of the screen, select ‘New Record Check’ (**Volunteers Only**)
3. Check the box to ‘accept’ terms to proceed
4. Complete the first screen and select ‘Next’
5. Review Information and click ‘Proceed’
6. Re-enter your information and select ‘Enter this Request’
7. The screen will reappear, scroll down and select “View Queued Record Check Requests’
8. Verify your name, select ‘Submit”. Your name and reference number should appear.  Click the ‘Control #’ by your name, then click ‘Certification Form’ and print the clearance, it should have the state seal in the background.
9. Helpline 1-888-783-7972

**FBI National Criminal Record Check (\*if you have not resided in PA for the previous 10 years)**

1. Go to: [https://uenroll.identogo.com](https://uenroll.identogo.com/)
2. Please enter the following Service Code: **1KG6Y3**
3. Telephone registration is available at 1-844-321-2101 Monday through Friday, 8 a.m. to 6 p.m. EST
4. Payment made at the time of fingerprinting.
5. Please bring a valid identification with you.
6. For fingerprint locations go to <https://uenroll.identogo.com/locations/pennsylvania>

**Safe Environment: Protecting God’s Children.** Only required for volunteers in the Catholic schools. Class provides basic facts about child sexual abuse and the adults’ role in prevention. To schedule your zoom class, go to: <http://www.virtusonline.org/virtus/reg_list2.cfm?theOrgID=18461&theme=0>