

Presbytery of Donegal Employees Applying for Clearances – Revised 01/2018

Act 34 Pennsylvania Criminal History Check – every 5 years

This is an online procedure; Cost is \$8.

Click <https://epatch.state.pa.us/Home.jsp>.

Go to “Submit a New Record Check.” Follow the online instructions.

When your results have processed, record your control number for future reference.

Click on the control number to access your official clearance.

The clearance certificate will not be available again after you view it. Print and save the certificate immediately.

Please submit a copy of the certificate to the church and keep a copy for your records.

Act 151 Pennsylvania Child Abuse History Check – every 5 years

This is an online procedure; Cost is \$8.

Click <https://www.compass.state.pa.us/cwis/public/home>.

Create an account or log in to an existing account. You will need an email address to create an account.

Follow the online instructions. You will receive an email with a temporary password to use with your Keystone ID.

In order to log in, click “Access My Clearances” to be directed to log in page. Then, “Create a Clearance Application.”

For Application Purpose, select “Regular contact with children.”

You will receive an email to confirm your submission and an email once results have processed.

Record your e-Clearance ID so you can access your results again. Print and save your certificate.

Please submit a copy of the certificate to the church and keep a copy for your records.

Act 114 FBI Criminal History Report – every 5 years

You must be fingerprinted. Cost is \$23.00. You must register prior to fingerprinting. Register at <https://uenroll.identogo.com/> For Service Code enter: **1KG738**. You will receive a confirmation number. Record your confirmation number.

Fingerprinting locations are listed online.

On the day of fingerprinting, take:

- valid driver’s license or another approved photo ID
- your confirmation number

Your results will be mailed to you. Please submit a copy of the report to the church and keep a copy for your records.

Mandated Reporter Training – every 5 years

This training is for all volunteers who work with children/youth weekly and/or overnight.

This training is RECOMMENDED for all volunteers.

Most volunteers are mandated (required) to report child abuse under the new law.

Training will: 1) define mandated reporters vs. permissive reporters (those who choose to report)
2) teach procedure for reporting suspected child abuse

This is free online training designed to take 3 hours. Go to www.reportabusepa.pitt.edu.