**Fill Out the PA State Criminal History Check**

**Cost: FREE for volunteers!**

**Access online: <https://epatch.state.pa.us/Home.jsp>**

**Directions:**

1. **Go to <https://epatch.state.pa.us/Home.jsp>**
2. **Click on “New Volunteer Record Check.”**
3. **Scroll to the bottom of the page and check off the “Volunteer Acknowledgement Section” to indicate that you agree to the terms and conditions. Then click “Accept.”**
4. **Fill out the Personal Information section:**

**For “Volunteer Organization Name,” write “New Covenant Church of Philadelphia” or other church affiliation*.***

***For “Volunteer Organization Telephone Number,” write 215-247-7500 or other church phone number.***

***Fill in the remaining boxes with your personal contact information. Once you finish, click “Next.”***

1. ***Click “Proceed.”***
2. ***Fill in the Record Check Request Form with your personal information. Please note: You are NOT required to include your Social Security Number, but doing so will allow you to receive your results more quickly.***
3. ***Click “Enter This Request.”***
4. ***Click “Finished.”***
5. ***On the Record Check Request Review page, click “Submit.”***
6. ***Once the page loads, click the number under “Control #” in order to retrieve a receipt of the Criminal History Clearance. It is recommended that you save or write down your ‘Control #’ for future reference and future access of your Criminal History Check.***
7. ***Click the link that says “Certification Form.” Either print the form now or download it as a PDF by clicking “Save.”***

**Fill Out the Child Abuse History Clearance**

**Cost: FREE for volunteers!**

**Access online: <https://www.compass.state.pa.us/CWIS/Public/Home>**

**Directions**

**Part One: Create a New Account and Get a Temporary Password**

1. **Go to <https://www.compass.state.pa.us/CWIS/Public/Home>.**
2. **On the website, under “Welcome to the Child Welfare Portal”, click “Create Individual Account.”**
3. **Note: You will need an email address to create an account.**
4. ***Note: If you already have an account, click “Individual Login” to access your clearances or request updated clearances.***
5. ***You will be taken to a new page titled “Create Keystone ID: General Information”. At the bottom of the page, click “Next.”***
6. ***You will be taken to a page titled “Create Keystone ID: Profile Information”. You will be asked to create a “Keystone ID” which is your username. Complete all sections on this page, create your security questions and answer the question at the bottom of the page before clicking “Finish” at the bottom of the page.***
7. ***An email with a temporary password will be sent to the email address you used to create an account.***

***Part Two: Create a Permanent Password for Your Account and Log In***

1. ***Open your email inbox and locate the temporary password. Make sure to copy it***
2. ***Return to <https://www.compass.state.pa.us/CWIS/Public/Home> and under “Welcome to the Child Welfare Portal” click “Individual Login”.***
3. ***Click “Access My Clearances.”***
4. ***You will be taken to a page titled “Learn More” with information about using the website. At the bottom of the page, click “Continue” to move on.***
5. ***You will be taken to a page with a login on the left side. Sign-in to your account by entering the Keystone ID (username) you created and the temporary password that was emailed to you.***
	1. ***You will be asked to create a new password. This new password that you create will be your permanent password. Be sure to write it down!***
6. ***You will be taken back to the Log-in page and asked to log-in again with your Keystone ID (username) and new permanent password. Log in using your Keystone ID (username) and the new permanent password you created.***
7. ***Select “I have read, fully understand and agree to the My Child Welfare Account Terms and Conditions” and then click “Next.”***

***Part Three: Create and Complete an Application***

1. ***Select “Create Clearance Application.”***
2. ***On the “Application Purpose” page, select the first option, “Volunteer Having Contact with Children.”***
	1. ***You will be prompted to choose a Volunteer Category from a dropdown menu. Choose “Other.”***
	2. ***In “Agency Name,” write “Church related activities”***
3. ***Complete the application: fill in your personal information on the “Applicant Information” throughout the next several pages, clicking “Next” at the bottom of each page to continue forward.***
4. ***On the “Application Summary” page, review your information to make sure it is correct, and then click “Next” at the bottom of the page.***
5. ***On the “eSignature” page, select “no,” and then check off the box to affirm that the information you have included is correct. Write your name in the box that appears underneath the affirmation statement.***
6. ***On the “Applicant Payment” page, select “no” and then click “Next” at the bottom of the page to submit your clearance application.***
7. ***Note: if you are still prompted to pay, this may be because you didn’t choose “Volunteer Having Contact with Children” in Step #14 or you have already received your child abuse clearance within the past 5 years.***
8. ***You will receive an email confirming that your clearance application has been received. You will then receive an email notification of the clearance results within 14 days of this submission.***