CLEARANCE INSTRUCTIONS FOR VOLUNTEERS

State Clearances

Required for *Chapel Kids, Chapel Students, Special Needs, Sports, Café, Worship, & Medical/Security* Volunteers

<u>COST</u>: **Volunteers** – Free

Please see the instructions below to request your PA Criminal History and PA Child Abuse History Clearances. Once completed, please supply a copy of these documents, along with your affidavit/FBI Fingerprint Clearance to clearances@biblechapel.org.

Process
1. To complete these clearances, you will need to visit:
   - **PA Criminal History Clearance**: https://epatch.pa.gov/home
     o Processes IMMEDIATELY
     o Please make sure to click "CONTROL #" once clearance is processed to receive the PDF.
   - **PA Child Abuse History Clearance**: https://www.compass.state.pa.us/cwis/public/home
     o Processes within 7-14 DAYS
     o Select "Individual Login" to begin the application.
2. **CLEARANCE RENEWAL**
   - PA Child Abuse History Clearance
     o *To avoid a fee, do not process a new clearance until one month before your current clearance expires.*
3. After receiving ALL clearances, please send a digital copy to clearances@biblechapel.org.

PA Criminal History Clearance

Please note that it is the responsibility of the requestor to save as a PDF the "NO RECORD" or "RECORD" response. A paper copy will not be mailed.

<u>For Volunteers:</u>
1. Go to https://epatch.pa.gov/home
2. Begin by clicking "**New Volunteer Record Check**". Follow the prompts.
3. Under "**Personal Information**", enter the following for The Bible Chapel:
   a. Volunteer Organization Name: **The Bible Chapel**
   b. Volunteer Organization Phone #: **724-941-8990**
4. **Follow the prompts. Wait for the results to process.**
   a. If the request says, "**Request Under Review**", save your *Control Number, Date of Request, and Name* from the original request.
   b. Check the website periodically for updates by using the "**Check the Status of a Record Check**" on the home page.
   c. Use the same *Control Number, Date of Request, and Name* as the original request to access the clearance status.
5. Once the results have processed, click the code listed under "**Control #**". <u>This is a hyperlink</u>.
6. Click "**Certification Form**" at the bottom of the webpage.
7. Save this form as a PDF and send it to clearances@biblechapel.org with the other TWO required clearances.