

CHILD ABUSE CLEARANCE INSTRUCTIONS

Please Read First!

Needed: Printer and Computer, plus Credit or Debit Card if you require a FBI check (see item #3 below). If you need assistance, or wish to obtain the clearances manually, please contact the church office. Please note that “offline” clearances take longer, so please plan accordingly.

The web browsers Internet Explorer and Google Chrome are recommended. Users have reported difficulty with Safari.

KEEPKIDSSAFE.PA.GOV

On the left side of this webpage, click on the blue button, “clearances” which will provide information and further links for the following:

1. Every five years, you must obtain the Pennsylvania Child Abuse History Clearance (free for volunteers, \$8 for employees) via <https://www.compass.state.pa.us/CWIS/Public/Home> . To begin, click on “Create a New Account” and follow the instructions. Select “Other” as the purpose and type in DPC as the organization. Once you have set up the account (which also allows you to make reports) click on “Create Clearance Application” and follow the directions given. Later, the clearance can be printed from the Login page by clicking on the reference # for your previously submitted application.

Hints: Carefully check information that you type. If you made a mistake it cannot be amended, and a new account must be created. To facilitate checks, enter household members in the following order: Father, Mother, Spouse, Children, Siblings, Other. Middle names are not required.

2. Every five years, you must obtain a PA State Police Criminal Records check (free for volunteers, \$8 for employees) via <https://epatch.state.pa.us>. To begin, click on “Submit a New Records Check” and follow the directions given. **BE SURE TO RECORD OR PRINT THE CONTROL # AND DATE OF REQUEST AS THIS IS NEEDED TO PRINT THE CERTIFICATE.** Later, the clearance certificate can be printed by accessing <https://epatch.state.pa.us> and clicking on “Check Status of Record Check” entering requested information and then clicking on “Certification Form”. **YOU WILL ONLY GET ONE CHANCE TO PRINT THE FORM, IT CANNOT BE RECREATED.**

3. Only if you are a church employee, or volunteering and living in PA less than 10 consecutive years, you must obtain a FBI Criminal Records Check. (\$25.75) This must be repeated every five years.

First, register through the Department of Public Welfare. Begin at https://www.pa.cogentid.com/index_dpw.htm. Click "Register Online". Fill out application (put "Childcare Employee" as the reason) and follow the directions as stated. You will be issued a receipt with "Registration ID #". PRINT THIS OUT AND KEEP FOR NEXT STEP, FINGERPRINTING.

On the <https://www.pa.cogentid.com> website click on "print site locations". You have several choices as to where to get fingerprints made. Once your fingerprints are made, it will take a week or more to obtain the FBI clearance by mail.

The Bucks County Intermediate Unit in Doylestown requires an appointment which can be set up at www.bucksiu.org – click on "Fingerprinting". On the far right side of the page is an orange tab that says "Book Now". Click on this to schedule your appointment.

You may also have fingerprints made at a walk-in location. The closest walk-in fingerprinting facilities are

Bentley's Pack, Ship, Notary & Auto Tags:

4275 County Line Road, Suite 10
Chalfont, PA 18914
(215) 996-9101
Hours: M-F 10:00 AM to 6:00 PM

UPS Store #4908:

352 2nd Street Pike
Southampton, PA 18966
(215) 355-6603
M-F 9:00 AM to 6:30 PM and Saturday 10:00 AM to 2:30 PM