

CLEARANCES FOR EAST FALLS VILLAGE VOLUNTEERS AT MIFFLIN SCHOOL

For PA Child Abuse History Clearances, go to the state Department of Public Welfare website:

www.compass.state.pa.us/cwis

From the Child Welfare Portal [You should see a Blue Ribbon], click on *“Create Individual Account”*

You will be guided to set up a user ID and answer 3 security questions. A temporary password will be emailed to you. Log back onto Keystone Key and select a permanent password. The password must be 6-10 characters and contain at least one of each of the following – uppercase letter, lowercase letter, number, and a non-character (#,\$, etc.) Be sure to write down the user name and password.)

Log out and then back in again to Create a Clearance Application. You will be asked to list addresses of places you’ve lived and people you’ve lived with since 1975.

Your Social Security Number is not required, but processing the clearance would take much longer without it.

Other information needed:

- Reason - check Volunteer Having Contact with Children.
- Volunteer Category – check “Other”
- Volunteer Organization - East Falls Village
- Agency authorization code – check NO

Provide just your first & last names for the e-signature.

Within a few minutes, you should receive an email confirming your submission with your eClearance ID #.

You should receive e-mail confirmation of your status within 14 days, and a printed certificate should arrive in the mail shortly thereafter if you also checked receipt by mail.

Record of Your Information:

User ID -

Permanent Password -

eClearance ID #

Mail a copy of your certificate [or of the email confirmation of your status?]

to Kathi DiMenna, 3419 W. Coulter Street, 19129

For State Police Criminal History Clearances, go to the PATCH (PA Access to Criminal Histories) web site:

<https://epatch.state.pa.us>

Click on “New Record Check (Volunteers Only)”.

Note – Even though it says it “requires a credit card”, the check is FREE for non-paid volunteers.

Check the Box in the red section at the bottom of the page and then click Accept in order to continue.

You will be asked for name, address, aliases, etc.

The Volunteer Organization is East Falls Village and the phone number is 267-444-4507.

In the Record Check Request Form, the box for “Identity Theft #” can be left blank.

While a Social Security Number is not required, it is highly recommended that you supply it or the record check will take much longer.

An e-mail response should arrive within minutes and you will be guided to a page which will allow the report to be printed:

- If you see a “No Record”, double-click on the blue Control Number (left-hand corner).
- Then on the Record Check Details screen, doubleclick on the link to the Certification Form to get the actual form with the keystone logo of the PA State Police.
- Print the form. NOTE: This form cannot be sent to you by mail.

An Under Review status may take longer to process and you may check on it online.

Should your report reflect a criminal history, please feel free to discuss the matter confidentially with Susan Smith (215-341-7776) or Mary Flournoy (215-589-4344). Having a criminal record is in and of itself is not an automatic disqualifier, and we will compare such records with more detailed state guidelines.

Control Number -

Mail a copy of your certificate to Kathi DiMenna, 3419 W. Coulter Street, 19129

The FBI Clearance is only required for those who have lived in PA less than 10 years

For FBI Clearances, register at <https://uenroll.identogo.com>

Select Department of Education.

Check off the two pages of agreements.

Transaction Information:

- Payment type = Credit card.
- Reason for fingerprinting = School Districts
- When entering numbers (SSN, DOB, etc, do NOT use a /)
- When entering the address, spell out all words (STREET, WEST, etc.)

Payment – enter credit card information

Print Step 3 – Application Complete.

Print Step 4 – Proof of Fingerprint Submission

You will be given a service code number. Be sure to write it down or print it out.

In addition to registering with IDEMIA (IdentiGO), you will need to make an appointment to be fingerprinted.

If you wish to call to make an appointment the phone number is 844-321-2101.

Bring a current, valid photo ID (driver's license or a state-issued ID) or a passport along with your Proof of Fingerprint Submission.

There is usually a one week response from the FBI.

Mail a copy of the FBI Clearance to Kathi DiMenna, 3419 W. Coulter Street, 19129. Let her know if you wish to be reimbursed for the \$27 fee.