



Instructions for Completing Background Clearances and Training for Volunteers

You must complete:

1. PA Child Abuse History Clearance
2. PA State Police Criminal Record Check
3. FBI Federal Criminal History Clearance and Fingerprinting **OR** complete a PA Residency Affidavit indicating you have been a continuous resident of Pennsylvania for the past 10 years.

Note: If you already have copies of the above clearances dated January 1, 2013 or more recent, please provide copies to Joy El's Released Time Administrative Assistant.

We ask that you pay all fees associated with these background clearances and then submit all clearances (or copies) to:

Joy El Generation
Attn: Released Time Administrative Assistant
3741 Joy El Drive
Greencastle, PA 17225

If you have questions anytime throughout this process, you are welcome to contact Lisa Doyle, Released Time Regional Coordinator, at 717-764-1071 or Lisa@joyel.org for assistance.

1. ACT 151 (CY113) (Child Abuse History Clearance) - \$10 fee

Please complete the Pennsylvania Child Abuse History Clearance request form online using the following directions. If you have questions, please contact Childline Verification Unit at 717-783-6211 or 1-877-371-5422.

Information You Will Need

Before you start, you should have the following information readily available to help you complete your application:

- Addresses where you have previously lived since 1975
- Names of all individuals with whom you have lived since 1975 to include parents, guardians, siblings, spouses, etc.
- Any previous names you have used or have been known by
- Credit/Debit Card information for a \$10 application fee

Go to <https://www.compass.state.pa.us/cwis>

Click on <create a new account>

Click on <next> and type information. This includes creating a Keystone ID which is similar to a username.

Record this Keystone ID for later use, both now and in the future when you enter this website again.

You will be sent a temporary password via email. It says to click on <close window> to exit, but that did not work for me. I had to exit out of the website entirely.

Go to <https://www.compass.state.pa.us/cwis>

Click on <login>.

Click on <access my clearances>. You will need to type in the Keystone ID you just created.

Go to the bottom and click on <continue>

<Log in> with your temporary password that they emailed to you.

Create a new permanent password.

You will be sent out to log in again using your permanent password.

Now you are ready to go to the application.

My Child Welfare Account Terms and Conditions

Click on <I have read,>.

Go to the bottom and click on <next>.

How to Obtain A PA Child Abuse History Clearance

Click Continue.

My PA Child Abuse History Clearances

CREATE CLEARANCE APPLICATION

Click on <create clearance application>.

Click on <begin>. Scroll down page to get to where you actually enter the information.

Part 1

- Application Purpose
- Applicant Information
- Current Address
- Previous Address
- Household Names
- Application Summary

Part 2

- eSignature
- Application Payment

DIRECTIONS TO COMPLETE THE PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE APPLICATION:

1. Applicants are to complete Section I only which is what you will see on your screen.

2. Purpose of Clearance – **Do not check more than one block:**

If a Joy El volunteer, check:

Volunteer: You are a current or prospective volunteer at a place where you may come into contact with children (Example: Big Brothers Big Sisters, Domestic Violence Shelter, Rape Crisis Center, etc.).

3. The applicant's Social Security number is voluntary. If filling in the Social Security number please fill in the entire Social Security number.

4. Previous Names/Nicknames The space for the applicant's name must be the applicant's full legal name. An initial is not acceptable for a first name.

Previous Names Used Since 1975 - The applicant must list any and all full legal names that they have ever had since 1975. This includes maiden names, aliases and also known as (aka) names.

Click on <box with a plus in it> to ADD PREVIOUS NAMES/NICKNAMES.

5. Contact Information (phone number)

Click on <box with a plus in it> to ADD CONTACT INFORMATION.

6. Current Address

Type information. The address listed must be applicant's current home address. This is also where the results of the clearance will be mailed or emailed to your email address.

Please check **yes** to receive a paper version of certificate.

Would you also like to have a paper version of the certificate sent to your home or mailing address?(required)

Yes No

7. Add Previous Address

If you can not remember the entire address, please enter as much information as possible.

Previous Addresses Since 1975 - List all addresses where the applicant has resided since 1975.

Click on <box with a plus in it> to ADD PREVIOUS ADDRESS (ES).

You will need to do this for each address.

8. Household Member Information

Household Members - Include anyone that the applicant lived with since 1975 (parents, guardians, siblings, children, spouse (ex), paramour, friends, etc.). If the applicant was under the age of 18 in 1975 this section must include other household members who lived with the applicant or with whom the applicant lived. Please note the household member's relationship to the applicant, their age (to the best of your knowledge) and their gender. Applications where this section is left blank will be rejected and returned to the applicant.

Click on <box with a plus in it> to ADD HOUSEHOLD MEMBERS

Please note:

For siblings or individuals you lived with when they were single, but they are now married, use their married name.

You **must** have a parent or guardian listed, even if both are deceased.

If deceased, just add their name and other information, but for age leave that blank.

9. eSignature

Applications must be electronically signed. Applications that are not signed will be rejected and returned to the applicant.

You are almost finished! To complete your application please eSign below by checking the acknowledgement and entering your **first and last name** as it appears on the Application Information screen.

I hereby certify that the information entered on this report is accurate and complete to the best of my knowledge and belief and submitted as true and correct under penalty of law (Section 4904 of the Pennsylvania Crimes Code).(required)

Signature (required)

10. Pay with credit card.

Type information.

Print out the page that follows. (It has your transaction number and indicates you have been charged \$10.)

Once you have made several copies of this page, click on <finalize and submit application>.

Give one copy of this page to Joy El.

2. ACT 34 (SP4-164) (PA State Police Criminal Record Check) - \$10 fee

Ideally you can complete and submit your form online which we recommend. If you have questions, call 717-783-9973 or 1-888-783-7972. See instructions that follow. (If this does not work, you can complete enclosed form and submit with a money order or certified check for the amount of \$10.00 payable to Commonwealth of Pennsylvania.)

After completion mail to: Pennsylvania State Police Central Repository - 164
1800 Elmerton Avenue
Harrisburg, PA 17110-9758

You can complete the information online at <https://epatch.state.pa.us>.

Click on Record Check, new record check, and then accept the terms and conditions.

“Personal information screen” is the person requesting the background check (which is you). The reason for request is church. Enter your name, address and phone number. Click next.

Verify the information is all correct and spelled correctly, then click proceed.

The “Record Check Request Form” screen is your personal information; you are only required to enter your first and last name, your social security number, and your date of birth. Then click “enter this request.” Click “finished.”

On “Record Check Request Review” screen, verify information is correct, then click “submit.”

On “Credit Card Information” screen, enter the information on the credit card you are using.

Enter your address. When finished, click “next.”

Verify all information is correct on the “Verify Credit Card Information” screen, then click “submit.”

After the record check is completed on the “Record Check Request Results” screen, click on the control number next to your name. (If the results say “request under review,” please contact **Joy El** for instructions, but still follow the rest of these steps.)

If you would like a receipt, click on the “Invoice #” in lower right hand corner of the screen, then click “print” to print one copy of the invoice for your records.

Click “back” to return to the “Record Check Details” screen.

Click on the “Certification Form” button and **print at least 4 copies** of the results page with the state seal watermark.

Click on the word “back” in the upper right corner of the page. You may now exit the website.

One copy of the certification form must be given to **Joy El**’s Released Time Administrative Assistant, the others you can keep for future reference if needed.

**3. ACT 114 (FBI Federal Criminal History Clearance- Fingerprinting)- \$25.75 fee
OR PA Residency Affidavit (no cost)**

You must fill out the application online before getting your fingerprints done.

If you have questions, please contact FBI/Adam Walsh Unit at 717-783-6211 or 1-877-371-5422.

If you have been a continuous resident of Pennsylvania for the past 10 years, you only need to complete and sign the PA Residency Affidavit (included with this information) and return to Joy El's Released Time Administrative Assistant.

If you have not been a continuous resident of Pennsylvania for the past 10 years, use the following website for this clearance: www.pa.cogentid.com.

Read all instructions very carefully.

Choose the **Pennsylvania Department of Public Welfare** banner in the middle of the top row. (This soon will be changed to Department of Human Services.)

Under the Registration banner, click on "Register online."

On the "Applicant Registration for Department of Welfare" form: leave first yellow box with the word "credit card" showing.

Next yellow box (reason fingerprinted), choose "employment with a significant likelihood of regular contact with children."

Fill in all yellow boxes with your personal information. Use your home address on this form. Click "next."

Verify all information is correct on the "step 2" screen. Click "next."

On "step 3" screen, complete credit card information box. Click "pay" button.

On "Registration complete" screen, print at least 3 copies, 1 copy for yourself, one for Joy El's Released Time Administrative Assistant so she knows you registered, and take the 3rd one with you to the fingerprinting site.

Go to a fingerprinting site as soon as possible, as it may take 6-8 weeks to receive the paper copy of your clearance after the fingerprinting is complete.

Click "fingerprint site locations" to find a site near you. The paper copy of the clearance you receive by mail is an "official" copy for your records.

You can also find fingerprint site locations and times they are open at
http://www.pa.cogentid.com/ohio/DPW/DPW_map/DPW_Regions_Clickable.html

Franklin County Fingerprint Site is:

Franklin Learning Center
2397 Loop Road
Chambersburg, PA 17202

You MUST turn in a copy of this document to Joy El's Released Time Administrative Assistant as soon as you receive it in the mail.

If you have not received it in 8 weeks, please call the Department of Public Welfare (1-877-371-5422).