

ONLINE INSTRUCTIONS FOR VOLUNTEERS

Step One – PA Criminal History Clearance – NO FEE IF VOLUNTEER

1. Online form located at <https://epatch.pa.gov/home>
2. Click on New Volunteer Record Check
3. Fill out the online form as directed. You will need the organization name you are volunteering for, your social security number, maiden name/aliases, and date of birth.
4. Once completed, you will get a results screen. Please wait until the processing has finished before reviewing the background check. Once processing is complete, click on the Control Number hyperlink to view the details of your record check.
5. Print a copy of your certification. You will NOT receive a copy in the mail.

Step Two – Act 151 Child Abuse History Clearance – NO FEE IF VOLUNTEER

1. To obtain this clearance, you will need to have the following information ready:
 - a. All of your permanent addresses since 1975
 - b. Names of all individuals you have lived with since 1975, both living and deceased (i.e. parents, guardians, siblings, spouses, children, grandparents, etc.)
 - c. Any previous names you have used or have been known by (i.e. maiden name, etc.)
 - d. Your clearance will be processed more promptly if you also provide your social security number.
2. Go to <https://www.compass.state.pa.us/cwis>
3. Click on Create Individual Account
4. After doing this you will receive two automated emails from the state (These emails may go to a SPAM or junk mail folder, so please check before creating another account.)
5. One email will include your Keystone ID and the other will include a temporary password.
6. Use your Keystone ID and temporary password to log on at <https://www.compass.state.pa.us/cwis> and create a permanent password
7. You will then log on again at <https://www.compass.state.pa.us/cwis> and start the clearance application.
8. Click on Individual Login
9. Click on Access My Clearances
10. Scroll to the bottom right and click on Continue
11. Login with your Keystone ID & password
12. Click on Create Clearance Application
13. Fill out the online form as directed. We suggest you request both the electronic and paper forms of the clearance.
14. Part 2 eSignature – this is certifying that the information entered on the form is accurate and complete to the best of your knowledge. Click Next
15. Payment – Fee WAIVED for volunteers
16. Once the application is complete, you will receive an email confirming that your application has been successfully received. Print the confirmation page for your records.
17. If you do not receive your clearance within 3 weeks by mail, please call 717-783-6211 or toll free 1-877-371-5422.

Step Three – Disclosure Statement for Volunteers – SIGN & RETURN TO SCHOOL/ORGANIZATION

1. Disclosure Statement for Volunteers – Open the PDF document and print a copy
2. Read, sign, and return to school/organization

Step Four – Official Forms

1. Bring official Child Abuse History Clearance, PA Criminal History Clearance and completed Disclosure Statement for Volunteers Form to the school/organization.