

Helpful Tips for Obtaining Required Criminal Record & Child Abuse Clearances for All Employees, Interns, & Volunteers

The State of Pennsylvania now requires all employees of the church & volunteers that work with children & youth (18 and under) to have background checks completed every 5 years. Beginning in 2015, all candidates for volunteer & staff positions at the church are required to apply for & present proof of the applications for these clearances as instructed below, before starting service:

To begin or continue volunteering at New Life Assembly, you must submit to Pastor Joel Everhart the following:

- Completed Volunteer Application
- PA Child Abuse History Clearance
- Signed Volunteer Qualification Affidavit (if you've lived in PA for the past ten consecutive years) **OR** FBI Criminal Background Check (only if you've not lived in PA for the past ten consecutive years) & your receipt to the church Treasurer for reimbursement
- PA State Police Criminal Record

PA CHILD ABUSE HISTORY CLEARANCE (approx. 20 min)

Your clearance certificate will be available through your Child Abuse History Clearance Account once your application has been processed. Additionally, you can choose to have it sent to your home or mailing address. Before you start, you should have the following information readily available to help you complete your application: (1) addresses where you have previously lived, (2) names/ages of all individuals with whom you have lived to include parents, guardians, siblings, spouses, etc., (3) any previous names you have used or have been known by, (4) unique "payment" code provided by New Life Assembly (attached to this packet). *If you've had your PA Child Abuse History Clearance run through another organization in 2015, please submit a copy to New Life & disregard the following steps in attaining a new clearance.*

Link: <https://www.compass.state.pa.us/CWIS>

Select *Create An Individual Account*

Create a *Keystone ID* (a unique username)

Application Purpose: Volunteer Having Contact with Children

Volunteer Category: Other

Agency Name: New Life Assembly of God

Complete the following sections:

- Personal Information
- Current Address
- Previous Addresses
- Current & Previous Household Members
- Application Summary
- eSignature

Application Payment: New Life Assembly has given you a unique "payment" code to exempt you from paying for processing of this report. Enter that code in the payment screen to complete your application. This code will allow New Life to access & print your PA Child Abuse History Clearance – you do not need to submit a paper copy.

PA STATE POLICE CRIMINAL RECORD (approx. 5 min)

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

Select *New Record Check (for Volunteers Only)*

Agree to the Terms & Conditions

Volunteer Organization: New Life Assembly of God

Volunteer Organization Telephone Number: 717-259-9941

Complete the rest of the form with your personal information

Verify that the information is correct & click *Proceed*

Immediately after submission of the requests one of the following status will be assigned to the request:

1. No Record: If this status is assigned to the request it is the user's responsibility to double click on the control number. This will take the user to the details screen where the user will double click on the blue hyper link, "Certification Form", near the center of the page. By clicking on "Certification Form", a certified no record form will be displayed in PDF format to be printed.
2. Record: Indicates the person has a record and a record response has been mailed to the address provided.

VOLUNTEER QUALIFICATION AFFIDAVIT (approx. 1 min)

Required for those who have lived in PA for the past 10 consecutive years.

FBI CRIMINAL BACKGROUND CHECK (approx. 5 min to register, fingerprinting varies)

Required only for those who have not lived in PA for the past 10 consecutive years

To process your FBI Criminal Background Check, you must register online & pay a processing fee of \$24.50 via credit card using the link provided below (you will be reimbursed in full by New Life Assembly). After Registration, you must visit a fingerprinting location to complete the process. The outcome of the background check will be mailed to you within two weeks. Submit a copy of the official document to Pastor Joel Everhart.

Link: <https://www.pa.cogentid.com>

Select *Pennsylvania Department of Human Services*

Under Registration, click on *Register Online*

Accept with the *Memorandum of Understanding* & click Continue

Complete the Form: (See Notes Below)

- Skip *Agency ID*
- *Agency Address:* 2136 Baltimore Pike, East Berlin, PA 17316
- *Reason Fingerprinted:* select 23PACSA6344.2 DHS Volunteer from the drop-down menu
- Submit your information & payment (\$24.50 via credit card)
- Save & Print the receipt for reimbursement

Select a fingerprint location near you using this link:

https://www.pa.cogentid.com/ohio/DPW/DPW_map/DPW_Regions_Clickable.html

Take your printed receipt to the fingerprinting location of your choice

You will receive your FBI report in the mail within two weeks.

Submit your printed receipt to the church Treasurer for Reimbursement. (Green reimbursement forms are located outside of the Business Office)