PENNSYLVANIA CHILD SAFETY GUIDE

E M P L O Y E E S

C H E C K L I S T

1 **Criminal History Check**

2 **Child Abuse Clearance**

3 **FBI Fingerprinting**

1

Criminal History Check from the Pennsylvania State Police (PATCH)

1. Background checks can be obtained online at: https://epatch.state.pa.us/
2. Click on 'Submit a New Record Check'. Select 'Company Request'.
3. Complete the company information on the form as prompted.
4. Complete the personal information on the form as prompted.
5. Review the information and submit.
6. Results will be immediately online.

2

Child Abuse Clearance From The Department of Human Services

1. Child Abuse Clearances can be obtained online here: https://www.compass.state.pa.us/cwis/public/home
2. Follow the prompts to create an account (one per person). After creating an account, an email is generated with a username and temporary password. Use these to log into the account and create a permanent password.
3. Once logged in, click 'access my clearances' and then 'create clearance application.'

    (1) Application Purpose: 'Individual 14 years of age or older who is applying for or holding paid position as an employee with a program...'
    (2) Organization - Enter Ministry Name Here

4. Enter appropriate application information as prompted, including current and previous addresses, and household members.
5. Review the entered information and make any necessary changes by clicking the edit button. After submission, an email will be generated within 2-14 business days with information to access the application.

3

FBI Fingerprinting

1. Register for fingerprinting at https://www.identogo.com/
2. Click on 'Get Fingerprinted' at the top right corner. Select a Fingerprinting Service by State - 'Pennsylvania' > Enrollment Services- 'Digital Fingerprinting' > Service Code - 1KG756. This will prompt you to pay for your fingerprints.
3. Choose 'Schedule or Manage Appointment.' Enter personal information and method of contact as prompted, then click 'Next.'
4. Employer Information: Enter Ministry Name Here
5. Choose an appointment date and time.
6. Review the submitted information and click 'Done.'
7. After fingerprints are taken, results will be mailed to the employee in TAT 7-10 business days.

ACCESSING YOUR CLEARANCES

To access the clearances needed, scan the applicable QR code to begin the clearance process.

Child Abuse Clearance from PA Dept. of Human Services

Criminal History Check from Pennsylvania State Police (PATCH)

FBI Fingerprinting

WHAT IS THE TOTAL COST?

Criminal History Check (PATCH): $22.00
Child Abuse Clearance: $13.00
FBI Fingerprinting $23.85
$58.85

MinistrySafe