PENNSYLVANIA CHILD SAFETY GUIDE
VOLUNTEERS

CHECKLIST
1. Criminal History Check
2. Child Abuse Clearance
3. Affidavit OR 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 'New Record Check (Volunteer Only).'
3. Complete the personal information on the form as prompted.
4. Volunteer Organization Name - Enter Your Ministry's Name Here.
5. Review the information and submit.
6. Results will be immediately available 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:** Volunteer Having Contact with Children
   (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

Volunteers Who Have Resided In Pennsylvania For 10 + Years - Signed Affidavit

Any volunteer who has resided in Pennsylvania for 10 or more years must sign an affidavit swearing he or she has not been convicted of crimes against minors listed in 23 Pa.C.S.6344.

Volunteers Who Have Resided In Pennsylvania For < 10 Years - FBI Fingerprinting

Any volunteer who is not a resident of PA, or has lived in PA for less than 10 years:

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 - 1KG6ZJ. 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, even as a volunteer.
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 volunteer in 7-10 business days.

ACCESSING YOUR CLEARANCES

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

 Criminal History Check from Pennsylvania State Police (PATCH)

 Affidavit

 Child Abuse Clearance from PA Dept. of Human Services

 FBI Fingerprinting

WHAT IS THE TOTAL COST?

Cost depends entirely on two factors: status and residency.

Volunteers Who Have Resided In Pennsylvania For 10+ Years: $0.00*

Criminal History Check (PATCH):	$0.00*
Child Abuse Clearance:	$0.00
Affidavit:	$0.00
	$0.00*

Volunteers Who Have Resided In Pennsylvania For Less Than 10 Years:

Criminal History Check (PATCH):	$0.00*
Child Abuse Clearance:	$0.00
FBI Fingerprinting:	$22.60
	$22.60*

*Volunteers do not incur additional fees if PATCH ($13.00) is processed once during a 57-month timeframe.

MinistrySafe