

## APPLYING FOR VOLUNTEER CLEARANCES

According to PA law, anyone who volunteers with or teaches children (infants – 18 year olds) must apply for clearances. This helps to ensure the safety and well-being of ALL children who come to York Alliance Church. It is especially important for overnight trips as well as for first-time guests as they leave their children with people they don't know. Clearances are FREE and must be done every five years to comply with the law.

Here are the clearances that we need you to get:

- **PA Criminal Background Check**

- Go to the following site: <https://epatch.state.pa.us/>
- Click on "New Record Check" (Volunteers Only)
- Scroll to the bottom of the page and check the box to the left of the paragraph typed in red
- Click "accept"
- Fill out all required fields (marked with an \*) including Volunteer Organization Name (York Alliance Church). Since YOU are requesting this clearance, the remaining fields should be filled with your personal information.
- Click "Next"
- After checking that all information is correct, click "Proceed"
- Fill in ALL required fields with your personal information again. While your social security number is not required, it does make the process go smoother and faster by including it. **NOTE: If you have changed your name legally at any time, any previous names should be listed at the bottom, including your maiden name if you are a married woman.**
- Click "Enter this request"
- Then click "Finished"
- Click "Submit"
- Wait for the computer to finish processing, then click on your control number (it begins with R with a series of numbers after it).
- Click on "Certification Form"
- Click "ok"
- Now you should be able to print out your clearance and/or save it to your computer.
- **Get a copy of your clearance to the church. You have three options to do this:**
  - **Email a copy to [bjackson@yorkalliance.org](mailto:bjackson@yorkalliance.org)**
  - **Come in to the church and we can print a copy for you**
  - **Print your own copy and mail it to the church:**

**York Alliance Church  
Attn: Belinda Jackson  
501 Rathton Road  
York PA 17403**

- **PA Child Abuse History Clearance** - This you can complete online by going to the following site (<https://www.compass.state.pa.us/cwis/public/home>), creating an individual login, and following the directions for this clearance. If you prefer NOT to complete this online, we will provide you with a written form that you can complete & mail.

You will need two important pieces of information:

- a list of all those you have lived with (or have lived with you) since 1975. (This includes parents, siblings, spouse, and children **ONLY**.) You do **NOT** have to include college roommates.
- a list of all the addresses where you have lived since 1975. Again this does **NOT** include college addresses. Do the best you can with this. If you can only remember a town and a state, just fill that in and it will be fine.
- **You will receive your clearance by email (unless you also choose to receive it by regular mail). Please get a copy to the church using one of the methods above.**

**NOTE: If you have lived in Pennsylvania for less than the past 10 consecutive years (NOT including college), you will also need to have an FBI fingerprint clearance done. Directions for this process are on the reverse side.**



## **Procedure for FBI Fingerprint Clearance**

1. Go to Identogo website by going to <https://uenroll.identogo.com/workflows/1KG6ZJ>
2. "Schedule or manage appointment"
3. Complete all information.
4. You should receive an ID# after registering. You MUST have this number available when you go to have your fingerprints done.
5. You may opt to pay online at this time using a debit or credit card. (Be sure to print out a receipt.) OR you may choose to pay in person.
7. Get your fingerprints done at the York Learning Center within 90 days after you register.
  - 300 East Seventh Avenue, York PA 17404 OR Red Lion Education Center, Red Lion
  - Bring your ID#, PA photo driver's license, and payment (if you did not already pay online). Ask for a receipt if you want to be reimbursed by YAC.
8. When you receive your clearance in the mail, please bring it to Belinda so that we can make a copy for our records.