

Criminal Background & Child Abuse Clearances

****I suggest you do these from a computer with a printer and access to your E-Mail

**If you need help ask someone at Firehouse to help

**Most of the questions, options, and check boxes are easy to follow but I mentioned a few that seem to cause problems

***Make sure you select "Volunteer" for both requests as that is free. Otherwise you will have pay.*

Criminal Background

To apply you need to use the Pennsylvania Access To Criminal History State Police Web Site

<https://epatch.pa.gov/home>

or, do search for "pa criminal background check" & *click* on selection you want in "Volunteer checks are free and can't be notarized. Request a volunteer check at the PATCH site(opens in a new tab), or download form SP 4-164A, print when completed, and mail it in"

When you get to this site you want to select **New Record Check (Volunteers only)**

You will need to check the box near the bottom accepting conditions, etc. and then *Click Accept*

When you file out the Personal Information the Volunteer Organization is Ridge Fire Company. If you want you can enter your phone number.

You will be the requester and the person of interest!

At Record Check Request Form input your information.

(You do not have an Identity Theft#, leave blank)

At bottom Hit Enter this Request, then *Click Finished*.

Then *Click Submit*.

It should come back in few seconds. Then *Click* on the Control# to see Certification and it will then allow you to print the Certification Form, *Click* on that print.

*I suggest you print a couple of copies and maybe Save in case you need additional copies.

Get copy handed in before voted on at Monthly Meeting

Child Abuse Clearances

To apply you need to use the PA Child Welfare Information Solution Web Site

<https://www.compass.state.pa.us/cwis/public/home>

or, do search for “pa child abuse clearance” & *click* on “*Child Welfare Information Solution (CWIS) self-service portal*”

****Note:** If you’ve lived in PA for less than 10 years you MAY have to have an FBI fingerprint check

****Note:** This is a multi step process!

Unless you have a remember your Login and Password from last time you did this *Click* on Create Individual Account

The first step is creating your Keystone ID. That will be your login which you will need to complete the process. Write it down!

****If Okay** you will be sent a confirmation E-Mail

While creating your Keystone ID you will have to create Security Questions. Write them down!

You will then be send a temporary password to the E-Mail Address you entered.

Once you have the Keystone ID confirmation and temporary password go back to

<https://www.compass.state.pa.us/cwis/public/home>

This time *Click* Individual Login.

Then ACCESS MY CLEARANCES

You will login using your Keystone ID and temporary password and you will be asked to verify it’s you by answering your security questions.

You will then be asked to enter a permanent Password.

You now have to login using Keystone ID and permanent Password.

You will have to accept the disclosure form, etc.

If just starting *Click* CREATE CLEARANCE APPLICATION.

*****The first item** if the Application Purpose. Check the first one!

“Volunteer Having Contact with Children: Applying for the purpose of volunteering as an adult for an unpaid position as a volunteer with a child-care service, a school or a program, activity or service, as a person responsible for the child's welfare or having direct volunteer contact with children.”

Under Volunteer Category select Other then fill in Agency Name as Ridge Fire Company.

Then at bottom of page *Click* NEXT

Now start to enter information!

At end, say NO to *“Have you received a paper or electronic volunteer certification free of charge since 10/21/2015”* or you will have to pay! “

At Application Payment say NO to *“Did the organization you are volunteering for provide an authorization code for your application? An authorization code is not required to submit your application.”*

****Write down** the Clearance ID

****If you need help** Contact the CWIS Support Center at 1-877-343-0494. If you lose your Keystone ID or forget Security Question you WILL have to contact them!

Get copy handed in before voted on at Monthly Meeting