

Camp Hill United Methodist Church
Procedures for Clearances for all VOLUNTEERS age 18 or above who
work with children or vulnerable adults

You will need access to a computer and email address to complete clearances. The State Police and Child Abuse clearances are free. If you wish to be reimbursed for FBI fingerprint fees, contact the church office for a Reimbursement Request Form. Complete and submit to church office with the clearance certificate. If you do not have access to a computer and email address, contact Sue Moran in the church office or your ministry leader for assistance. Sue Moran can be contacted at 717-737-5631 or SMoran@camphillumc.org.

Clearances completed within the past 60 months (5 years) are acceptable. Provide them to the church office. All three are required and must be renewed every 60 months, **PA State Police Background Check, PA Child Abuse Clearance (Act 33)** and either **Fingerprinting or Notarized Affidavit.**

PA State Police Background Check

- a. Go to <https://epatch.state.pa.us>
- b. Partway down click on “New Record Check (Volunteers Only)”.
- c. Follow the instructions. (*Call the Helpdesk at 1-888-783-7772 if assistance is needed.*)
- d. Free of charge once every 57 months if volunteer swears or affirms in writing that: the background certification is necessary to satisfy the requirements of the Pennsylvania Child Protective Services Law; the volunteer has not received a background certification free of charge within the previous 57 months; and the volunteer understands that the certification shall not be valid or used for any other purpose.
- e. Most clearances are available immediately. Click on Print Certificate and when certificate appears, print. If clearance is not immediately available, print current page or NOTE CONTROL NUMBER, DATE OF REQUEST AND EXACT SPELLING OF NAMES. Check back in a day or so by returning to same site and choosing Check Status of Record Check.

PA Child Abuse Clearance

- a. Go to <https://www.compass.state.pa.us/cwis/public/home>. Click on “Create Individual Account”. Click “NEXT”
- b. Follow directions. You must create Keystone ID before you can request clearance. You must have an email address and access to your email to complete establishing a Keystone ID and password. This must be done before the clearance can be completed online. MAKE NOTE OF KEYSTONE ID AND PASSWORD AND KEEP IN SAFE PLACE. You will need these later.

- c. Continue to do the clearance. Whether you volunteer with children or adults, check “Volunteer Having Contact with Children”. Volunteer Category is “Other.” For Agency name, put Camp Hill UMC.
- d. Check that you want a copy mailed to you.
- e. You will need your Social Security number, email address, phone number, current address, all previous addresses since 1975, and names of all household members with whom you’ve shared a residence since 1975. At least one parent’s name may be needed, even if they are deceased.
- f. Make note of your eClearance ID number for future reference. It is a 12 digit number.
- g. You will receive an email when your application has been processed and your clearance will be mailed to you within 14 days. It is possible to view and print your clearance using your eClearance ID after the clearance has been processed. Your clearance is kept onsite and can be accessed for the next few years using your Keystone ID and password and eClearance ID.
- h. Call the helpline at 1-877-343-0494 if assistance is needed.
- i. OPTION – If unable to complete the application online, you can print Form CY113, PA Child Abuse History Clearance Application, at <http://www.keepkidssafe.pa.gov/>. Under Resources, click on Forms. Fill it out and mail it in following the directions on the form.

FBI fingerprinting or Notarized Affidavit

FBI Fingerprint – YOU MUST BE FINGERPRINTED IF YOU HAVE LIVED OUTSIDE PA IN THE PAST 10 YEARS (this includes living outside PA for college regardless of where you maintained your legal residence)

- a. Go to <https://www.identogo.com>
- b. Click on “Get Fingerprinted.” Put in your state.
- c. Click on “Digital Fingerprinting.” Enter the service code using uppercase 1KG6ZJ.
- d. Schedule appointment. Follow directions which will step you through the process to sign up for an appointment at a center of your choice. When asked for an Authorization Code for payment, click “No”
- e. Estimated amount due is \$21.35.

Call the Helpdesk at 1-844-321-2124 if assistance is needed.

Notarized Affidavit – IF YOU HAVE LIVED IN PA CONTINUOUSLY FOR THE PAST 10 YEARS

You must provide a notarized affidavit swearing that you are not disqualified from service as a volunteer pursuant to Section 6344 (c) of the PA Child Protective Services Law. The CHUM Safe Sanctuaries Policy includes a list of convictions that disqualify persons from volunteering with vulnerable persons. A copy of the Affidavit is attached. Please note it must be signed in presence of a notary.