Helpful Tips and Links for Completing
Pennsylvania State Clearance Forms

DO NOT HAND THIS IN TO THE OFFICE. THIS IS FOR YOUR PERSONAL RECORDS

Pennsylvania State Police Search:

1. Go to https://epatch.pa.gov/home
2. Click on **New Volunteer Record Check**
3. Make sure you click "certification form" (in blue lettering) when you are done. This will allow you to print your completed form. Do **NOT** print the first page after your results are processed. This just states that you completed the questions. ***We need a copy of the form which says if there is a record or not***.
4. Your results will be ready immediately.
5. After submitting, write down the **control numbe**r here: _____
6. Write down the **date of completion** here: _____

Pennsylvania Child Abuse Registry Search:

1. Go to https://www.compass.state.pa.us/cwis/public/home
2. Click on "Create individual account"
3. Create a **"Keystone ID"** and write it down here: _____
4. Check your email. A new computer-generated Keystone ID will have been sent to you.
5. Go back to the website and click on "Access my clearances." There will be a blue screen with the words, "Keystone Key" towards the top.
6. When asked for your username, this is the Keystone ID you wrote down in step 3.
7. Copy and paste **the computer-generated** password to your email
8. After a few initial questions, you will be asked to reset your password.
9. Write down your new password that you created here: _____
10. You will be asked for all of the addresses where you have lived and people you have lived with since 1975. Do your best. Don't worry about college dorm/off campus addresses if they don't come to your memory easily.
11. You will receive an email in about a week when your results are ready. Please submit the results to the church office.

The state of Pennsylvania requires a FBI clearance (fingerprinting) IF the volunteer…:

1. Currently resides outside of Pennsylvania.
2. Currently resides in Pennsylvania but has lived outside of Pennsylvania within the last 10 years.
   ******To make an appointment to get your fingerprints taken: *******
3. Go to https://uenroll.identogo.com/workflows/1KG6ZJ/appointment/bio follow the instructions.
4. Write down the Location: _____ and time _____ of your appointment.
5. You will need to pay upfront for fingerprinting. (around $24.00) Save the receipt and give it to Jen Smith for reimbursement.
6. If you have lived in Pennsylvania for the last 10 consecutive years, you are required to fill out our Fingerprint Exception Form instead of obtaining an FBI clearance. Click to download the form.

CPC Policy and Procedure Statement of Acknowledgement:

1. All volunteers are asked to read and abide by Cornerstone's Child Care Safety and Security Policy.
2. Print and sign in agreement the Statement of Acknowledgement and Agreement.

Sexual Abuse Awareness Training:

Cornerstone has available to all our volunteers a video training through Ministry Safe. Please email Jen Smith at jen@cornerstonepca.com for the link.