

## Obtaining Clearances

We need copies of the following clearances. Copies of existing clearances are acceptable, as long as they are dated within the past two years. ***The bonus benefit of getting your clearances done is that they are generally good for 5 years. This means you can use them to volunteer at any other organization that is asking you for clearances.***

The reverse is also true: If you already have the following clearances and they were done within the last 5 years, you do not need to have them done again to volunteer at PRC. You can simply send them over to us.

### **REQUIRED CLEARANCES**

PRC is requiring two clearances:

- PA Child Abuse History Certification
- PA Criminal History Certification

Both of these clearances should be available for you to view online and send to us within a day or two of you applying for them.

At this time, we are not requiring FBI Fingerprinting Clearances for all of our volunteers. If, however, you have this clearance already from prior volunteer work or employment, feel free to send a copy to us.

### **PA CHILD ABUSE HISTORY CERTIFICATION**

This certification can be found here: <https://www.compass.state.pa.us/CWIS/Public/Home>

- You will reach the following screen. Click “Create Individual Account” if you have never applied for a clearance or “Individual Login” if you have had prior clearances.

- Once you create your account, login and select “Create Clearance Application” in the upper right corner.
- Start the application and follow each of the prompts. In Part 1, under “Application Purpose,” select “*Volunteer Having Contact with Children.*” Two boxes will appear once you select this option. Under **Category**, select “*Other.*” Under **Agency Name**, enter “Parish Resource Center.”

Back To My Account

Part 1

- Application Purpose
- Applicant Information
- Current Address
- Previous Address
- Household Members
- Application Summary

Part 2

- eSignature
- Application Payment

e-Clearance ID: 000008533917

DELETE APPLICATION SAVE APPLICATION

### Application Purpose

Please select the reason you are submitting this Pennsylvania Child Abuse History Clearance application. You can select only one reason per application. If you require additional child abuse history clearances for any other reason, you will need to submit another application. You can submit another application at any time from your PA Child Abuse History Clearance Account.

For more detailed definitions and exceptions to clearance requirements please see the Who Needs Child Abuse Clearances at <http://keepkidssafe.pa.gov/clearances/index.htm>

- 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.


"Individuals submitting an application as a Volunteer Having Contact with Children agree to use the certification for volunteer purposes only. The application fee will be waived if you have not obtained a volunteer certification free of charge within the previous 57 months.

Please Note: The use of the term "certification " is used interchangeably with "clearance"."

Volunteer Category (required) Agency Name (required)

Other Parish Resource Center

- Follow each of the steps and complete the application. Since you are applying as a volunteer, you will not have to pay for this clearance.
- To check on the status of your application**, go to the login screen. Select the option “Individual Login” this time and then “Access Clearances.”
- When the following screen appears, a list of your clearances will be displayed. Click on the highlighted text to view your clearance result.


**pennsylvania**  
 CHILD WELFARE INFORMATION SOLUTION

[Alerts](#) 0 | [Account Profile](#) | [FAQ](#) | [Contact Us](#) | [LOG OUT](#)

Need Help? Contact the CWIS Support Center at 1-877-343-0494

## My PA Child Abuse History Clearances



[CREATE CLEARANCE APPLICATION](#)
[ADD APPLICATION TO ACCOUNT](#)

### Status of Submitted Applications

You can modify an application with an issued certificate, if an error exists on the current certificate. To resubmit an application, click the Resubmit button below.

#### Warning

It is recommended that you DO NOT save your certificate on a public computer. Doing so could leave your personal information open for others to view! Only save your certificate to a trusted computer to protect your information.

<b>e-Clearance ID:</b> [REDACTED] 	<a href="#">RESUBMIT</a>
Purpose Volunteer Having Contact with Children	Created On 09/18/2023
Updated On 09/18/2023	Verified On 09/18/2023
<div style="border: 1px solid green; padding: 2px; display: inline-block;">             Your application has been processed. <a href="#">To view the result, click here.</a> </div>	
<b>e-Clearance ID:</b> [REDACTED] 	Updated On 08/06/2017
Purpose Volunteer Having Contact with Children	Created On 08/06/2017
Updated On 08/06/2017	Verified On 08/06/2017
<span style="color: red;">Your certification is more than 60 months old from the Verification Date and can no longer be used.</span>	

- Your child abuse clearance should then appear as a PDF. Please save the file to your computer and email it to us.

## **PA CRIMINAL HISTORY CERTIFICATION**

This certification can be found here: <https://epatch.pa.gov/home>

- The homepage should look like the following image. Select “New Volunteer Record Check.”

The EPATCH website address has been updated, <https://epatch.pa.gov>. Please use the website address for EPATCH and update any previously saved bookmarks.

### **Welcome to Pennsylvania Access To Criminal History**

init will no longer mail out any PATCH check that is requested on the EPATCH web site. It will be the responsibility of the requestor to print out the No Record or Record response.

PATCH Helpline 1-888-QUERY-PA (1-888-783-7972)

All requests for Notarized copies of a Criminal Record Check MUST BE submitted by mail.

New Volunteer Record Check

Submit a New Record Check

Check the status of a Record Check

Registered PATCH Accounts

(Only used by pre-approved organizations)

- Follow the instructions as directed and submit the request. As a volunteer, there will be no charge for this request.
- To check the status of your volunteer request, go back to the main screen. This time, select “Check the Status of a Record Check.”
- The next screen will ask you to enter a control number and the date you submitted your request, along with your name and other information. When you submitted your request, you should have received an email from PATCH with a control number.

- Enter the control number and the date you received the email and your other details. Your request details should now appear on the screen, with your control number showing in highlighted text. Click the highlighted control number to view your clearance. This area is circled in red in the image below, although the control number itself is blacked out.

### Record Check Status

To perform a search on a record check request you must enter in all the data exactly as it was entered for the original record check request. If a middle name was entered on the original request the you must enter the r

\* Control Number:

\* Request Date:

\* First Name:

Middle Name:

\* Last Name:

Search

#### Search Results

Show 10 entries

Control #	Subject Name	Date of Request	Status
[Redacted]	[Redacted]	[Redacted]	No Record

Showing 1 to 1 of 1 entries

- Once you click your control number, the following screen will appear. Select the highlighted text "Certification Form" to view and save your clearance. This can now be emailed to us.

### Record Check Details

This screen displays the details of a particular record check request. The request process has been completed. **You may now print the certification form for your records.** Nothing will be mailed to you. To view/print the receipt with this record check request just click on the receipt number hyperlink. To view/print the certification form for this request click on the Certification Form hyperlink.

Control #: [Redacted]

Requested by: [Redacted]

Subject Name: [Redacted]

Race: Unknown

Sex: Unknown

Date of Birth: [Redacted]

Social Security #: [Redacted]

Reason for Request: Volunteer

Status: No Record

Request Date: 09/18/2023 04:28 PM

Last Update Date: 09/18/2023 04:29 PM

Fee: \$0.00

Payment Method: Free

Receipt #: [Redacted]

[Certification Form](#)

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