



VOLUNTEERS

Adults applying for or holding an unpaid position as a volunteer with a child care service, a school or a program, activity or service responsible for the child’s welfare or having direct volunteer contact with children will need clearances.

Clearance reports shall be no more than five (5) years old at the time of volunteering.

(1) State Police Criminal History Record https://epatch.state.pa.us/TandC_RCEAction.do

(2) Child Abuse History Clearance: <https://www.compass.state.pa.us/cwis/Public/Home>

As a volunteer applicant you are permitted to receive one certification free of charge every 57 months

(3) Federal Criminal History Record Information – FBI Report (Fingerprints required)

<https://uenroll.identogo.com/>

Note: An FBI background check is not required if you (1) are not being paid **AND** (2) have been a Pennsylvania resident for the past 10 years.

Volunteers who are not required to obtain an FBI clearance must swear or affirm in writing they are not disqualified from service based on a conviction of an offense listed in the Disclosure Statement Application for Volunteers.

- Service Code: **1KG6V5**
- See page 3 for step-by-step instructions
- **Note: FBI procedure has changed effective November 28, 2017**

You are required to keep copies of your clearances for your own records. Please do not hand in your only copy to the school.

Please send a copy of all of your background results and certificates to the Sandy Berry in the Human Resources Department, sandy.berry@csagh.org or hand in physical copies at the main office.

Clearance Instructions Step-by-Step

PA State Check

1. https://epatch.state.pa.us/TandC_RCEAction.do
2. Click on "New Record Check" (Volunteers Only)
3. Enter your personal information and submit results
4. Click on the blue "Control Number" starting with the letter "R" to review your results
5. Click on the red lettering that says "Certification Form", the certificate should have a keystone watermark in the background of the results
6. Save and/or Print your results
7. You are required to keep copies of your clearances for your own records. Please do not hand in your only copy to the school.

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On December 1, 2017, the fee for a Criminal History Record Check will increase to \$22.00. The fee for an Access and Review will increase to \$20.00. The fee for a Notarized Criminal History Record Check will increase to \$27.00.

The PATCH unit 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 Helpdesk 1-888-QUERY-PA (1-888-783-7972)

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

New Record Check (Volunteers only)

Submit a New Record Check

Check the status of a Record Check

Registered PATCH Accounts
(Only used by pre-approved organizations)

8.

Record Check Request Results

The results of your background check requests are displayed below. This page will automatically refresh several times and update the status of your record checks. **Please wait until processing has finished before reviewing any background checks.** Once processing is complete, click on the Control Number hyperlink to view the details of a specific record check.

Control #	Subject Name	Date of Request	Status
R19125369			

One item found


Home | Record Check | Help | Privacy Policy | PA State Police Home Page

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© Copyright 2003-17, Commonwealth of PA - Pennsylvania State Police
This Web Site is for Informational Purposes Only - If you have an emergency, crime, or incident to report, please contact your nearest Police Agency or call 911.

Why does PATCH exist?

Its purpose is to better enable the public to obtain criminal history record checks. The repository was created and is maintained in accordance with Pennsylvania's Criminal History



Secure | <https://epatch.state.pa.us/invoiceAndCertForm.do?submit=certificate&rcrID=19125369>

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Record Check Details

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

Control: [Redacted]

Requested by Sandra Eden Berry

Subject Name: [Redacted] Status: [Redacted]

Alias/Maiden Name 1: [Redacted] Request Date: [Redacted]

Race: [Redacted] Last Update Date: [Redacted]

Sex: [Redacted] Fee: [Redacted]

Date of Birth: [Redacted] Payment Method: [Redacted]

Social Security #: [Redacted] Invoice #: [Redacted]

Reason for Request: [Redacted]

Certification Form

Home | Record Check | Help | Privacy Policy | PA State Police Home Page

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Print Save Back

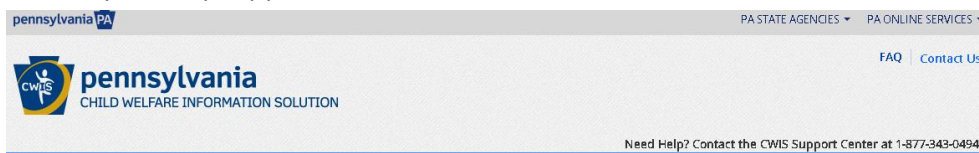
Pennsylvania State Police
1800 Elmerton Avenue
Harrisburg, Pennsylvania 17110

Response for Criminal Record Check

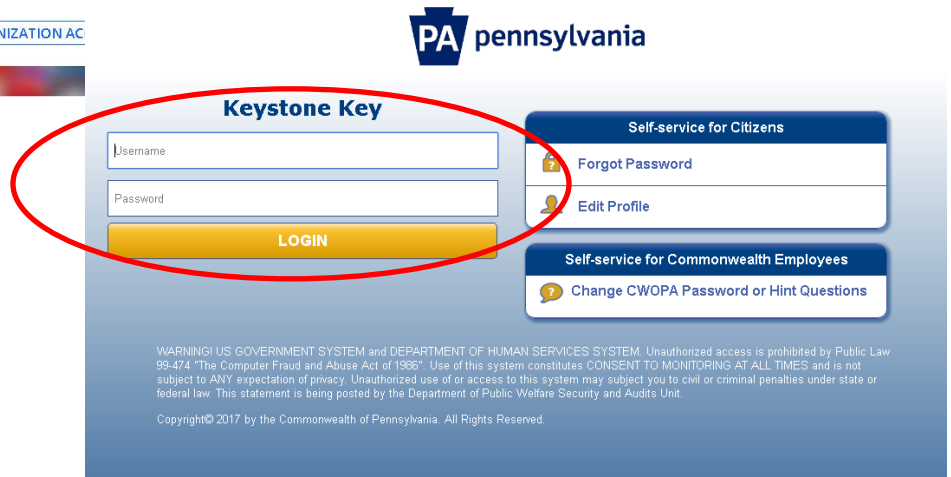
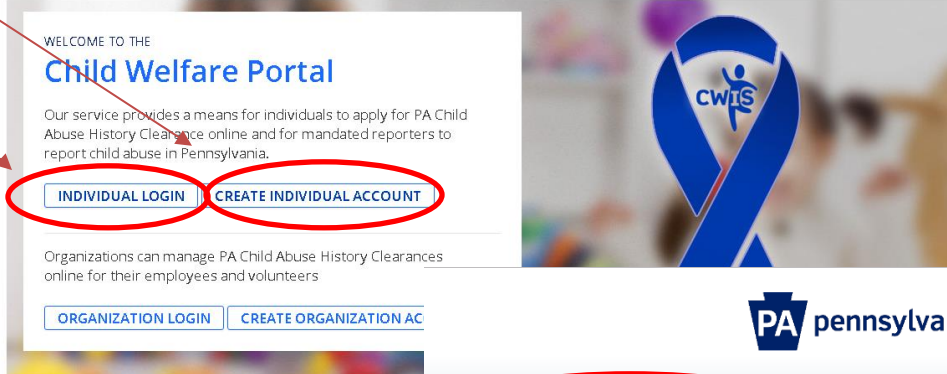
THE CERTIFICATE IS ONLY VALID FOR VOLUNTEER PURPOSES. THE PENNSYLVANIA STATE POLICE DOES NOT AUTHORIZE THIS FORM FOR ANY OTHER USE

Child Abuse History Clearance

1. <https://www.compass.state.pa.us/cwis/Public/Home>
2. Create Individual Login
3. Fill out your personal information, create your own keystone ID
4. You should receive 2 emails with the login information. One with your Keystone ID and one with your temporary password
5. Go back to the website and click on "Individual Login" this time.
6. Click on "Access my Clearances". This will take you to the page that says "Keystone Key". Verify your account by answering your security questions or via email. Then create a new password.
7. A screen will pop up that says "Congratulations". Log back into the site with your new password.
8. Click on the page prompts until you get to the page that says "Create Clearance Application"
9. Fill out the application with the application purpose of "Volunteer Having Contact with Children..."
10. After you complete your application, you will need to log back in to see when the results post. It can take 2 weeks or more.
 - a. "By law, all child abuse history clearance applications must be processed no later than 14 days from the receipt of the application"
11. You are required to keep copies of your clearances for your own records. Please do not hand in your only copy to the school.



If the child you would like to report on is in immediate danger, please call 911 immediately.



Fingerprinting Process

1. Go to the Identogo website <https://uenroll.identogo.com/>

Identogo® has a growing number of convenient locations across the U.S. to meet your identity-related needs.

Check the Status of your Service
Check your status or reprint your cardscan registration form.
For additional help, call 855.845.7434.

Manage an existing Appointment
Reschedule an existing appointment or schedule a retake.

We provide the following additional services:

- State History Check**
Request a copy of your criminal history record from a participating State.
- Fingerprint Cards**
Collect your fingerprint images for a fingerprint card (FD-258).
- Photo Services**
Two professional 2x2 photos for passport and visa documents.

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2. Under the search bar on the page, enter the Service Code
 - Employee Service Code “1KG6V5”
 - Volunteer Service Code “1KG6Y3”

***Skip Step 3 if service code allows you to Continue to next page**

3. If you need to manually find the service code, please follow the instructions below:

Employee:

Select contact your agency or “click here” that is shown circled in red

- Select the following from the drop down:
 - State Agency: *Pennsylvania*
 - Choose your agency: *PDE (Pennsylvania Department of Education)*
 - Select your reason for fingerprinting: *PDE Private Schools*

Volunteer:

- Select contact your agency or “click here” that is shown circled in redSelect the following from the drop down:
 - State Agency: *Pennsylvania*
 - Choose your agency: *PDE (Pennsylvania Department of Education)*
 - Select your reason for fingerprinting: *PDE Volunteer*

1KG6V5 - Pennsylvania PDE-Private Schools

◀ Back to Home

Schedule or Manage Appointment

Schedule an in-person appointment or change an existing appointment.

What do I need to bring to enrollment?

Find out which documents you need to bring to the enrollment center to facilitate processing.

Locate an Enrollment Center

Locate and get directions to an enrollment center near you.

Submit A Fingerprint Card by Mail

Complete the pre-enrollment information necessary to submit a fingerprint card enrollment by mail.

4. Select "Schedule an appointment"
 - Fill out all of your personal information and follow the page prompts
 - **Note:** There is no authorization code
 - The last step is to schedule the appointment at the location nearest to you
 - You will receive an email notification with the location details and total cost
 - **IMPORTANT!** Bring the same documentation to the fingerprinting facility that you agreed to bring when you signed up on the website. Legal Name must match exactly on all identification documents brought to enrollment
5. **It can take up to 4 weeks for fingerprinting results to post. Once you receive the results please provide a copy to Human Resources Department or main office.**