- I. PA Child Abuse Clearance www.compass.state.pa.us/CWIS/Public/Home
 - 1. Go to the above link and click on 'Create a New Account' and follow the instructions. Change the password as needed.
 - 2. Once you have created your login profile, log in and complete the form.
 - 3. Payment using a credit card is required. CHCoC will reimburse you for this expense, so be sure to submit a copy of your receipt to Lisa Shaw.
 - 4. Your clearance will be emailed to you. Print and submit to Lisa and she will make a copy and give your copy back to you.
- II. PA Criminal Background Check https://epatch.state.pa.us/Home.jsp

This form is supplied and processed by the Pennsylvania State Police.

- 1. On this webpage we will be using their Online Request.
- 2. Below the Red and Blue text, you will see Credit Card Users. Click on Submit a New Record Check.
- 3. Submit your information, as well as information on others in your family who are applying for a position.
- 4. Payment using a credit card is required. We will reimburse you for this expense, so be sure to submit a copy of your receipt to Lisa Shaw.
- 5. Once your clearance is complete, print out the Results Record and submit it to Lisa Shaw and she will make a copy and return the original to you.
- III. FBI Fingerprinting https://www.pa.cogenid.com/index.htm

Fingerprinting is processed through the FBI and researches the Federal Criminal History Record. The above link takes you to the Cogent 3M site.

- 1. Select the second box, PA Department of Human Services
- 2. Under the Registration tab, Click Register Online.
- 3. Select Payment type: Agency, then enter the Agency ID:xxxxxx. Once this has been entered, CHCoC info should fill in automatically. Use the billing password: xxxxxx. This will invoice CHCoC for this clearance report.
- 4. Under 'Reason Fingerprinted', select 'Employment with Significant Likelihood of Regular Contact.'
- 5. Complete the form by entering your info in the yellow fields.
- 6. Print your form with the confirmation number and take to a Cogent fingerprinting location:
- 7. Results will be mailed to you. When you receive it, submit it to Lisa Shaw. She will make a copy and return the original to you.

By law, this process must be completed every three years for as long as the individual serves in a position as a staff member or volunteer with the likelihood of having interaction with a child.

IMPORTANT: The FBI process can be waived if you are able to sign a form stating that you have lived in Pennsylvania for the entirety of the past ten years and that you have no criminal history. See Lisa Shaw for a copy of this Affidavit.