



Instructions for Obtaining Volunteer and Employment Clearances Electronically

February 23, 2017

It is suggested that applicants apply for clearances electronically. Paper applications will result in longer response times.

Child Abuse History Clearance (Child Abuse)

Before beginning the Child Abuse History Clearance, you will need to know every address where you lived since 1975, and the names and ages of everyone who lived with you.

Click the following link for the Child Abuse History Clearance Online:

<https://www.compass.state.pa.us/cwis/public/home>

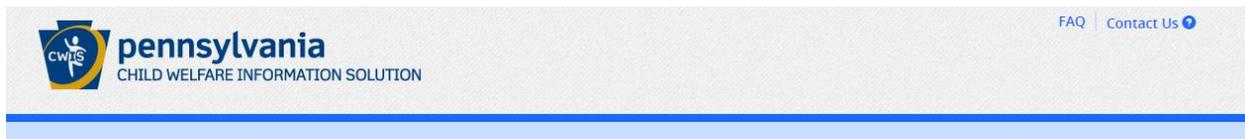
This will take you to the Department of Public Welfare site.

Once on the Department of Public Welfare site, you will need to create a new account (Keystone ID). After setting up your account, return to the page shown below and login.

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

A screenshot of the Child Welfare Portal website. The page has a white background with a blue header. The text reads "WELCOME TO THE Child Welfare Portal". Below this, it says "Our service provides a means for individuals to apply for PA Child Abuse History Clearance online and for mandated reporters to report child abuse in Pennsylvania." There are two buttons: "INDIVIDUAL LOGIN" and "CREATE INDIVIDUAL ACCOUNT". Below that, it says "Organizations can manage PA Child Abuse History Clearances online for their employees and volunteers". There are two more buttons: "ORGANIZATION LOGIN" and "CREATE ORGANIZATION ACCOUNT". On the right side of the page, there is a large blue ribbon graphic with a white silhouette of a person and the letters "CWIS" inside. A red arrow points from the ribbon towards the "CREATE INDIVIDUAL ACCOUNT" button.

Click "Access My Clearances"



Follow the steps provided. Click "Continue" at the bottom of the pages. Click "Create Clearance Application"



There are only two possible purposes: Volunteers will select "Volunteer", and employees will select "Regular Contact with Child". Do not select any other choices.

Volunteers, complete as below:

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.

- Volunteer:** You are a current or prospective volunteer at a place where you may come into contact with children (Example: Big Brothers Big Sisters, Domestic Violence Shelter, Rape Crisis Center, etc.).

Volunteer Category <small>(required)</small>	Agency Name <small>(required)</small>
Other <input type="text"/>	Mt. Lebanon Municipality <input type="text"/>

- Adoption:** You are a prospective adoptive parent.
- Foster Care:** You are a current or prospective foster parent or you are requesting recertification.
- Regular Contact with Child:** You are currently employed or seeking employment in an occupation with a significant likelihood of regular contact with children in the form of care, guidance, supervision or training.
- School Employment:** You are a current school employee or prospective school employee (e.g., teacher, janitor, contractor within a school).
- Child Care Service Employee:** You are a current employee or prospective employee in one of the following:
 - Child day care center, group and/or family day care home, boarding home for children, juvenile detention center or program for delinquent/dependent children
 - Mental health, mental retardation, early intervention and drug/alcohol services for children
 - Any other child care services which are provided by or subject to approval, licensure, registration or certification by the Department of Public Welfare or a county social services agency
- DPW Employment & Training Program Participant:** You are participating in an employment and/or training program through a County Assistance Office or the Department of Public Welfare's Office of Income Maintenance (OIM).

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Employees complete as below:

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.

- Volunteer: You are a current or prospective volunteer at a place where you may come into contact with children (Example: Big Brothers Big Sisters, Domestic Violence Shelter, Rape Crisis Center, etc.).
- Adoption: You are a prospective adoptive parent.
- Foster Care: You are a current or prospective foster parent or you are requesting recertification.
- Regular Contact with Child: You are currently employed or seeking employment in an occupation with a significant likelihood of regular contact with children in the form of care, guidance, supervision or training.
- School Employment: You are a current school employee or prospective school employee (e.g., teacher, janitor, contractor within a school).
- Child Care Service Employee: You are a current employee or prospective employee in one of the following:
 - Child day care center, group and/or family day care home, boarding home for children, juvenile detention center or program for delinquent/dependent children
 - Mental health, mental retardation, early intervention and drug/alcohol services for children
 - Any other child care services which are provided by or subject to approval, licensure, registration or certification by the Department of Public Welfare or a county social services agency
- DPW Employment & Training Program Participant: You are participating in an employment and/or training program through a County Assistance Office or the Department of Public Welfare's Office of Income Maintenance (OIM).

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Continue and complete all steps. You can save your application and return to complete the information later. Submit and pay with a credit card when finished. Results may take up to 4 weeks to complete. You can log in and check your account periodically.

PA State Police Clearance (PSP)

Go to: <https://epatch.state.pa.us/Home.jsp>

Employees will click “Submit a New Record Check”

Volunteers will click “New Record Check (Volunteers only)”



Welcome to Pennsylvania Access To Criminal History

Response times for record requests labeled "UNDER REVIEW" vary depending upon the volume of requests received. While every attempt is made to process inquiries as quickly as possible, turnaround times on these requests can be expected to take between four to six weeks. We apologize for any inconvenience as we process all requests as quickly as resources allow.

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)

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 Information Act contained in Chapter 91 of Title 18, Crimes Code. This Act also directs the Pennsylvania State Police (PSP) to disseminate criminal history data to criminal justice agencies, non-criminal justice agencies and individuals on request. Criminal justice agencies can access all of an individual's criminal history record information (CHRI). Requests made by noncriminal justice agencies and individuals are subject to edit criteria contained in the law.



Follow all instructions. Your request will generate a control number. Please record this number and save it should you need to print your certificate again in the future.

If the Status is "No Record", you are able to print your certificate by clicking the control number.

Results are generally available immediately.

Federal Bureau of Investigation Criminal Background Check (FBI)

All employees are required to have this clearance. Volunteers who have not lived in Pennsylvania continuously for the past 10 years will also be required to obtain this clearance. This fingerprint based background check is a multiple step process. For more information and to begin the registration process, click the link below:

http://www.pa.cogentid.com/index_dpwNew.htm

This is the link to the Cogent Department of Public Welfare FBI background check registration and instructions. **DO NOT UTILIZE THE DEPARTMENT OF EDUCATION REGISTRATION AND INSTRUCTIONS.**

3M
Applicant Processing Services

pennsylvania
DEPARTMENT OF HUMAN SERVICES

Contact Information	General Information	Registration
<ul style="list-style-type: none">> Department of Education 717-783-3750 or RA-PDE- SchoolService@pa.gov> Department of Human Services 877-371-5422> Department of Aging - 717-265-7887> Department of Banking and Securities 717-425-5482> Department of Transportation> Lethal Weapons Training Program	<ul style="list-style-type: none">> How to Submit a Fingerprint Card to 3M Cogent> Reprints (Did you get an FBI Rejection?)> Be sure to double check the hours of fingerprinting at your location. Hours can change suddenly and can be different than regular store hours.	<ul style="list-style-type: none">> Registration Procedures> Register Online> Modify Registration> Cancel Registration> Registration Status
Useful Links	Print Site Locations	Agency Use
<ul style="list-style-type: none">> FIRST TIME USER? Click here> Find a Fingerprint Location> Print or Pay Agency Invoices> Print a Fingerprint Receipt> Privacy Policy	<ul style="list-style-type: none">> Print Locations & Hours> What to Bring> Proof of Transaction (Receipts)	<ul style="list-style-type: none">> Agency Enrollment
FAQ's	Site Use	
<ul style="list-style-type: none">> 3M Cogent's Privacy Policy> FAQ'S for fingerprinting with DHS	<ul style="list-style-type: none">> Login> Cogent Maintenance (Secure Link)	

Applicants must register prior to going to the fingerprint site. Registration and payment online is suggested. Applicants will need to present photo ID at the fingerprint location. A valid driver's license is suggested. See the accepted forms of ID on the Cogent website. Also, print and bring a copy of your completed registration to the fingerprint location.

When registering online, for "Reason Fingerprinted" select, "EMPLOYMENT WITH A SIGNIFICANT LIKELIHOOD OF REGULAR CONTACT WITH CHILDREN".

Reason Fingerprinted

EMPLOYMENT WITH A SIGNIFICANT LIKELIHOOD OF REGUL ▼*

[\(What is it?\)](#)

Complete all required fields. Agency name and address are not necessary.

Results can take up to 6 weeks to arrive by mail.

Applicants should retain their original clearance certificates. The municipality will make photocopies for its records. Bring original clearances to the appropriate municipal department when completed.