



NORTHGATE SCHOOL DISTRICT VOLUNTEER CLEARANCES

Act 34 - Criminal History Clearance

- Can complete online at: <https://epatch.state.pa.us>
 - Choose the option - New Volunteer Record Check
- Or complete by mail: Application for Act 34 - **SP4-164A**

Act 151 - Child Abuse History Clearance

- Can complete online at: <https://www.compass.state.pa.us/CWIS>
 - Choose "Create an individual login" for new accounts. If you already have an account from a previous time, then choose "individual login"
- Or complete by mail: Application for Act 151 - **CY113**

Items to have ready before completing Act 151 application:

- Addresses where you have previously lived since 1975; partial addresses are acceptable;
- Names of all individuals with whom you have lived since 1975, including parents, guardians, siblings, spouses and roommates;
- Any previous names that you have used or names that you have been known by

Volunteer Affidavit Or Act 114 - Fingerprint Clearance

All volunteers must have either an FBI Fingerprint Report or a signed Fingerprint Waiver Affidavit on file. If the volunteer has lived within the state of Pennsylvania for 10 consecutive years or more, they may sign a Fingerprint **Waiver Affidavit Form** & have it notarized instead of getting their Fingerprint Report.

If you need to obtain your FBI Fingerprint Record please be aware that the Act 114 Clearance is a multiple step process.

- **Step One:** Register online at www.uenroll.identogo.com or by calling 1-844-321-2101. Volunteer Code: **1KG6ZJ** and pick DHS- Dept. of Human Services option
- **Step Two:** Go to an approved fingerprint site to be fingerprinted. A complete list of approved locations can be found at www.uenroll.identogo.com. (Remember to take ID with you.)
- **Step Three:** Once you have been fingerprinted, and you receive the results, print a copy for yourself and make a copy to provide to the district

Form PDE-6004 - Act 24/Act 82

- Complete Form **PDE-6004**

(Act 126 Mandated Child Abuse Recognition & Reporting Training)

- Can complete free online training at www.reportabusepa.pitt.edu/
 - This training is about 3 hours long; if you are not able to do in one sitting, as long as you stop at the end of a module, then go back to same computer you started the training on, you should be able to pick up where you left off. You can print a certificate when done.


Volunteer Cover Sheet

- **Cover sheet** (Completing the volunteer cover sheet provides helpful information to the District if they need to contact you.)

Helpful Information

Keep in mind, if doing by mail, it will take a little longer to obtain your clearance. If doing on line, keep in mind for any of these that you need to create an id & password; then keep track of your id and passwords so you can go back into your account if needed or to retrieve your clearance. Another thing to keep in mind if doing online, the agency may send you emails to help you create an account and to let you know your clearance is ready to retrieve, but the emails may come from different email addresses, such as a No Reply or other unfamiliar email address. For Act 151, you may have to log out after you initially create an account and then log back in with your id and password to start the clearance process.

Act 34 - Criminal History Clearance (<https://epatch.state.pa.us>)



Welcome to Pennsylvania Access To Criminal History

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 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](#) <<< **Click here for volunteer purposes.**

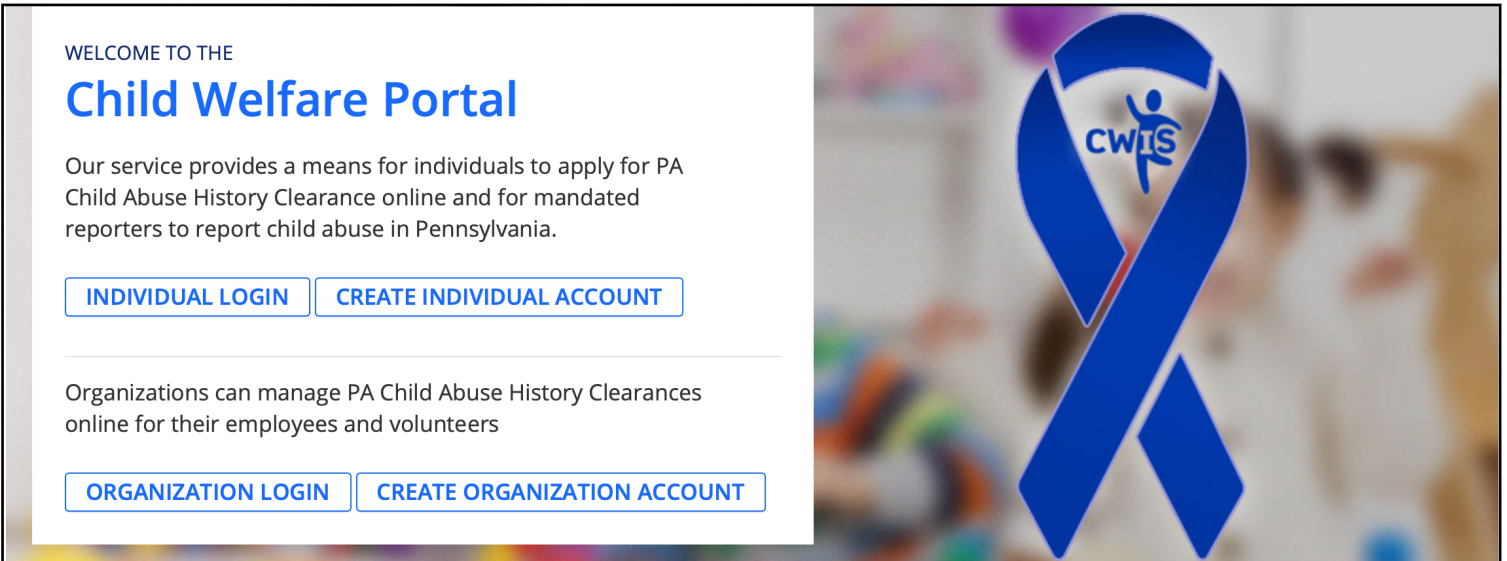
[Submit a New Record Check](#)

[Check the status of a Record Check](#)

After choosing volunteer record check, on next screen, you may have to scroll to the bottom to check (accept terms) and check the box. The third screen is where you would input your information.

Act 151 - Child Abuse History Clearance (<https://www.compass.state.pa.us/CWIS>)

You need to either choose "Create an individual account" if you do not already have one, or if you have one from a previous time and remember your id and password, you can choose "individual login". Once you create a log in, you may have to get out and log back in.



WELCOME TO THE

Child Welfare Portal

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.

[INDIVIDUAL LOGIN](#) [CREATE INDIVIDUAL ACCOUNT](#)

Organizations can manage PA Child Abuse History Clearances online for their employees and volunteers

[ORGANIZATION LOGIN](#) [CREATE ORGANIZATION ACCOUNT](#)

And after logging in - you may have to scroll to bottom of 1st screen and click continue.

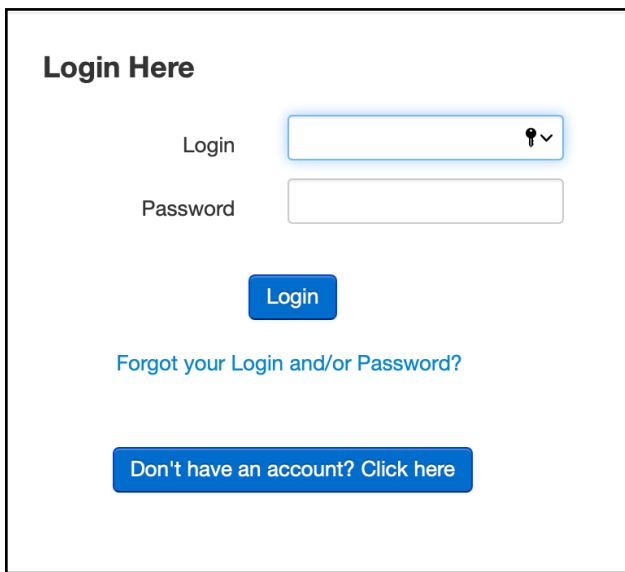
Important: Before you start completing your Pennsylvania Child Abuse History Clearance application you should have the following information ready:

- Addresses where you have previously lived since 1975; partial addresses are acceptable;
- Names of all individuals with whom you have lived since 1975, including parents, guardians, siblings, spouses and roommates;
- Any previous names that you have used or names that you have been known by; and
- Payment information (credit card information or payment code).

When clearance is done or ready to retrieve, you should be able to click on **(Your application has been processed. To View the results, click here)** and open the certificate to print.

Act 126

If you do not have a previous login, click the (Don't have an account? Click here) button.



The screenshot shows a login interface with the following elements:

- Login Here** (Section Header)
- Login** (Text label) next to a text input field with a key icon and a dropdown arrow.
- Password** (Text label) next to a text input field.
- Login** (Blue button)
- [Forgot your Login and/or Password?](#) (Blue text link)
- [Don't have an account? Click here](#) (Blue button)

After logging in or creating a login - you should be able to access the course. When done, you should be able to print the certificate by clicking on wording under print your certificate

Thank you for volunteering.

If you have any questions, please call Laureen at 412-732-3300, ext. 2110