

ACT 151 CHILD ABUSE CLEARANCE – FREE to Volunteers

The Child Abuse report application may be obtained electronically at:

<https://www.compass.state.pa.us/CWIS>

- *Create a new account – you will need an email address
- *Click next
- *Keystone ID: create a username
- *Complete the fields and click finish
- *Follow the prompts for creating password
- *Log in
- *You will be required to enter a valid credit card, which will be charged \$13.00
- *Click through the “continue” and “next” prompts
- *Click on “Create a Clearance Application”
- *Read through and click “Begin” at the bottom of the page
- ☐ Application Purpose: School Employment
- *Click Next
- *Enter your name, birthday, gender, “yes” for Social Security Number, email address
- *Complete the remaining sheets by clicking on the “+” to add and then complete the fields
- *Click “Next” at the bottom of each page
- *You will be walked through the payment process

Act 34 CRIMINAL CLEARANCE - FREE for Volunteers

Criminal reports may be ordered electronically from the Pennsylvania State Police at:

<https://epatch.pa.gov/home>

- *Click “New Volunteer Record Check”
- *At the bottom of the page, click the box next to Volunteer Acknowledgement Section & Accept
- *Complete the files
- *Click Next
- *Verify the information by clicking proceed
- *Complete the fields and click, “Enter the Request”
- *Click Finished
- *Click Submit
- *Once the search results page appears, click on the Control Number to open the details page
- *Click Certification Page to access your official clearance and print

Act 114 FBI Federal Criminal Fingerprint Clearance

- *Visit an official site to have these clearances completed
- **If you have been a resident of PA for the last **10 years**, you may complete the fingerprint affidavit (from the school office).