



Volunteer Clearance Packet

Dear Volunteers,

We are extremely thankful for the way you faithfully serve the next generation at The Bible Chapel. Pennsylvania has enacted laws that dictate how we do background checks. To comply with these laws, we need to follow this process for obtaining clearances. By completing this process, you will have clearances that will allow you to serve at The Bible Chapel.

**THESE ITEMS NEED TO BE COMPLETED AND RETURNED
BEFORE YOU WILL BE ABLE TO SERVE.**

Included in this packet:

- **State Clearances** (*PA Criminal History and PA Child Abuse History, renewed every 5 years*)
- **FBI Fingerprint Registration and Scheduling*** (*renewed every 5 years*)
- **Affidavit** (*PA residence for 10+ years; in lieu of FBI Fingerprinting - NOT ATTACHED*)

**If you are a Volunteer and have lived in Pennsylvania for the previous 10 years, you are not required to complete the FBI Fingerprint Clearance process.*

State Clearances

Required for *Chapel Kids, Chapel Students, Special Needs, Sports, Café, Worship, & Medical/Security Volunteers*

COST: **Volunteers** – Free

Please see the instructions below to request your PA Criminal History and PA Child Abuse History Clearances. Once completed, please supply a copy of these documents, along with your affidavit/FBI Fingerprint Clearance to clearances@biblechapel.org.

Process

- To complete these clearances, you will need to visit:
 - PA Criminal History Clearance:** <https://epatch.pa.gov/home>
 - Processes IMMEDIATELY
 - Please make sure to click “CONTROL #” once clearance is processed to receive the PDF.
 - PA Child Abuse History Clearance:** <https://www.compass.state.pa.us/cwis/public/home>
 - Processes within **7-14 DAYS**
 - Select “Individual Login” to begin the application.
- CLEARANCE RENEWAL**
 - PA Child Abuse History Clearance
 - To avoid a fee, do not process a new clearance until one month before your current clearance expires.*
- After receiving ALL clearances, please send a digital copy to clearances@biblechapel.org.
- For detailed instructions on completing these state level clearances, see pages (3-4).

FBI Fingerprint Clearances

Required for **Volunteers** who have **NOT** lived in PA for 10 years

COST: **Volunteers** – \$24.20

Please see the instructions below to request your FBI Fingerprint Clearances. Once completed, please supply a copy of these documents, along with your PA State Clearances to clearances@biblechapel.org.

Process

- Schedule your Fingerprint Session
 - Visit <https://uenroll.identogo.com/>
 - VOLUNTEER: Service Code – **1KG6ZJ**
- For detailed instructions on completing this clearance, see page 5.
- REIMBURSEMENT
 - VOLUNTEER:** if financial assistance is needed, TBC will reimburse your cost with a submitted receipt

PLEASE NOTE: Shortly after your fingerprints have been taken and results are available, you will receive an email. You have **ONE TIME** to electronically access these results. It is important that you can download and save it to your computer. Results will be mailed **ONLY** to the address (your home) you put in your registration. TBC does not get sent a copy. It is **YOUR** responsibility to make sure you send a copy of your official fingerprint clearance to TBC, at clearances@biblechapel.org.

YOU WILL NOT BE ABLE TO SERVE UNTIL WE RECEIVE ALL THREE CLEARANCES!

CLEARANCE INSTRUCTIONS FOR VOLUNTEERS

PA Criminal History Clearance

Please note that it is the responsibility of the requestor to save as a PDF the "NO RECORD" or "RECORD" response. A paper copy will not be mailed.

For Volunteers:

1. Go to <https://epatch.pa.gov/home>
2. Begin by clicking "**New Volunteer Record Check**". Follow the prompts.
3. Under "**Personal Information**", enter the following for The Bible Chapel:
 - a. Volunteer Organization Name: **The Bible Chapel**
 - b. Volunteer Organization Phone #: **724-941-8990**
4. **Follow the prompts. Wait for the results to process.**
 - a. If the request says, "**Request Under Review**", save your *Control Number, Date of Request, and Name* from the original request.
 - b. Check the website periodically for updates by using the "**Check the Status of a Record Check**" on the home page.
 - c. Use the same *Control Number, Date of Request, and Name* as the original request to access the clearance status.
5. Once the results have processed, click the code listed under "**Control #**". **This is a hyperlink.**
6. Click "**Certification Form**" at the bottom of the webpage.
7. Save this form as a PDF and send it to clearances@biblechapel.org with the other TWO required clearances.

PA Child Abuse History Clearance

For Volunteers:

To create a new account:

1. Go to <https://www.compass.state.pa.us/cwis/public/home>
2. Click on "Create Individual Account".
3. Follow the prompts.
 - a. **SAVE YOUR KEYSTONE ID FOR FUTURE USE!**
4. Your Keystone ID and a temporary password will be sent to your email address.
5. Follow the log-in instructions in the password email message to change your password.
 - a. **SAVE THIS NEW PASSWORD FOR FUTURE USE!**
6. Follow the steps listed below. You will log in using your new Keystone ID and password.

To apply for the PA Child Abuse Clearance:

1. Go to <https://www.compass.state.pa.us/cwis/public/home>
2. Click "Individual Login" & "Access My Clearances".
3. Use your saved Keystone ID & password to login.
4. Click on "Create Clearance Application" and click "Begin" at the bottom of the page.
 - a. On the "Application Purpose" page, select "Volunteer Having Contact with Children..."
 - b. In the volunteer category, select "OTHER" and enter "The Bible Chapel", then click "NEXT".
5. Follow the prompts.
 - a. When entering your address, the city field only allows one space. If the town or city is more than two words, do not use more than one space and run words together.
6. When completing the application, your eSignature should only include your first and last name (as it appears on the application request).
7. When asked, "Did the organization provide and payment code..." click NO.
8. Follow the prompts.
9. You will see a submission confirmation screen:
 - a. You will receive an email confirming successful submission of your application with and eClearance ID from noreply@pa.gov.
 - b. Within 14 days (or sometimes only a few hours), you will receive a results email from noreply@pa.gov.
 - c. You may also login at any time to check the status of your clearance application.
10. To check the status of your clearance application submission:
 - a. Return to the website <https://www.compass.state.pa.us/cwis/public/home>
 - b. Click "Individual Login".
 - c. Click "Access My Clearances".
 - d. Enter your saved Keystone ID & password and click "Login".
 - e. A green box will appear "your application has been processed. To view the results, click here".
 - f. Click the link to view your clearances.
11. Save this form as a PDF and send it to clearances@biblechapel.org with the other TWO required clearances.

FBI Fingerprint Clearance

For Volunteers:

1. Go to <https://uenroll.identogo.com/>
2. Enter Service Code **1KG6ZJ** and click “go”.
3. Click “Schedule or Manage Appointment”.
4. Follow the prompts.
5. Under “Employer Information”, list The Bible Chapel.
 - a. The Bible Chapel, 300 Gallery Drive, McMurray, PA 15317
6. Under “Personal Questions”, you will be asked “Do you have an Authorization Code?”.
 - a. Select “NO”
7. Select a date and time for the list or select “walk-in”
 - a. Click “SUBMIT”
8. The next page will be an appointment summary page with your registration details and estimated cost.
9. Please be sure to view the red box labeled, ‘IMPORTANT!’.
 - a. Be sure to bring the document(s) you selected to your appointment.
 - b. All ID Documents must be the originals
 - i. Copies will not be accepted
 - c. Remember the answer to your security question
 - d. Bring payment (business check, money order, or credit card) with you to the appointment. CASH IS NOT ACCEPTED!
10. Attend you scheduled fingerprint appointment
 - a. **Costs of obtaining the required clearances are the responsibility of the volunteer.**
11. Shortly after your fingerprints have been taken and results are available, you will receive an email.**
 - a. **IMPORTANT****
 - i. You must be prepared to download and save the Eligibility Letter when accessing it the **first time** because you will only have **ONE TIME** to electronically access the result.
 - ii. The email link with the result **CANNOT** be reset or re-emailed.
 1. After clicking the emailed link, you have **THREE ATTEMPTS** to correctly answer the security questions.
12. Results will be mailed ONLY to your home address. The Bible Chapel will not get sent a copy.
13. It is your responsibility to share a copy of you official FBI Criminal History Fingerprint clearance with The Bible Chapel.