



On-line Instructions for Obtaining PA Clearances for Church Volunteers

(Revised 8/3/2015)

General Instructions for Obtaining ALL Required Clearances For Center Bethel Church of God Ministry Volunteers:

To be in compliance with PA state law, all Center Bethel Church of God ministry volunteers serving persons under 18 years old must provide the Church Office with a copy of each of the following:

- 1. PA Criminal Background Clearance**
- 2. PA Child Abuse Clearance**
- 3. *VOLUNTEER FORM – EXEMPTION FROM FBI CLEARANCE**

-----or-----

- 3. **FBI Clearance with Fingerprinting**

Volunteers who are not required to obtain the FBI Clearance because they are applying for an unpaid position and have been a continuous resident of Pennsylvania for the past 10 years must swear or affirm in writing that they are not disqualified from service based upon a conviction of an offense under §6344. A copy of this signed document must be kept on file in the church office. **You will find the EXEMPTION FROM FBI CLEARANCE FORM attached to these instructions.*

***Only Full-time employees of the Center Bethel Church of God and volunteers who have not been continuous residents of PA for the past 10 years will be required to have the FBI Clearance with Fingerprinting.*

According to the new laws, refusal to obtain Clearances disqualifies a person from serving in a ministry capacity and results in them committing a misdemeanor of the 3rd degree.

Clearances issued prior to 2014 must be updated. In the future, all clearances must be updated every three years.

Clearances are listed within this packet as well as step by step instructions on how to obtain them and links to the websites you will need to visit to complete the process.

Please read instructions carefully and contact the Center Bethel Church of God office with any questions.

Center Bethel Church of God will issue a volunteer ID card as a convenience to all those who have completed the clearance process by submitting the 3 clearance documents. The card will list the renewal date to complete the background check process at the end of the 3 year period.

The following pages give you step-by-step instructions on completing the clearance forms.

1. PA State Police Criminal Background Clearance Instructions

PLEASE NOTE:

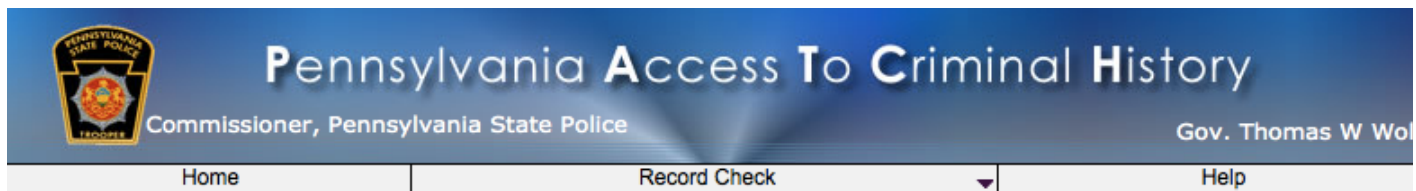
This clearance is probably the least time consuming and easiest to complete. It is basically a two-step process:

- *Step 1 is filling out your information.*
- *Step 2 is requesting a background check on yourself.*

- Click on or type the following web address into your Internet browser:

<https://epatch.state.pa.us>

- You should see this:



Welcome to Pennsylvania Access To Criminal History

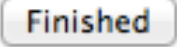
- Click on **New Record Check (Volunteers only)**
- Under the Volunteer Acknowledgement Section, check the box and click **Accept**
- Fill out the form online with your personal information and the organization information below:

Volunteer Organization Name: Center Bethel Church of God

Volunteer Organization Telephone Number: 724-887-8259

- Once you have verified your information, click **Proceed**
- Now you basically are going to request a background check on yourself so enter your name, date of birth, and social security number and click

Enter This Request

- Scroll down and click 
- The search will then take place and you will see a moving status bar indicating that the request is being processed.
 - When it is finished you will be prompted to click on the control number blue hyperlink that you will find **directly under** the Control # column



- After you click on your control number, you should see your information displayed, then click on:

Certification Form

- (You may first see a gray instruction page for printing, if so, read the instructions and then click **OK** to proceed)
- You should now see a **Pennsylvania State Police Request for Criminal Record Check** report
- You should **SAVE** this document by clicking the SAVE link in the upper right of the page and it will download to your computer (probably in a downloads, document, or desktop folder)
- You should **PRINT** a copy to submit to the Center Bethel Church of God office
- **Congratulations! You have completed 1 of 3 of the required forms!**

2. PA Child Abuse Clearance Instructions:

PLEASE NOTE:

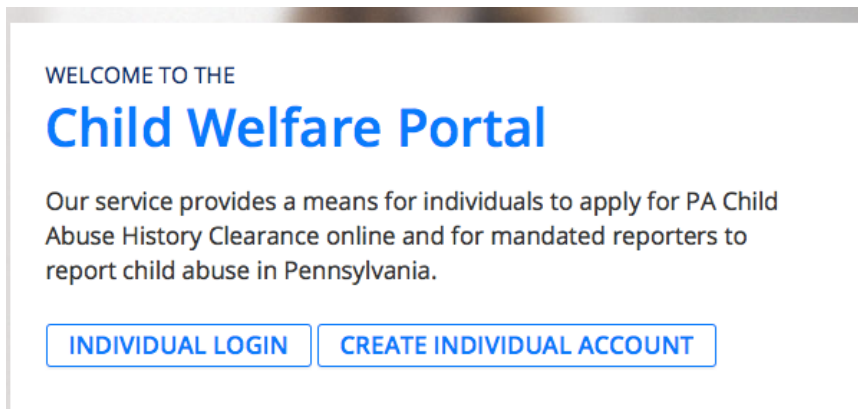
This clearance is probably the most time consuming and frustrating to complete. It is also basically a two-step process.



- *Step 1 is creating a Keystone ID. At the completion of creating the Keystone ID, a temporary password will be generated and sent to your email address. You will then check your email to retrieve that password to use it to complete step 2.*
- *Step 2 is using the Keystone ID you created to complete the child abuse background process.*

- Click on or type in the following web address into your internet browser:

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

- You should see this page:



- Click on 
- Read the informational message and then click 
- You will be asked to come up with a unique Keystone ID. Create one in the box provided:

• Keystone ID

(must be 6 to 10 characters)

- Fill out the rest of the personal information to finish your registration for a Keystone ID
- **MAKE SURE THE EMAIL ADDRESS YOU PROVIDE IS ABSOLUTELY CORRECT!**
- You will be asked to select and provide an answer for 3 security questions:

- Security Question 1

- After you finish all the security questions click



- If you get an error you may have to correct something or choose another Keystone ID that is unique



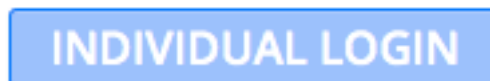
- Once all of the information has been accepted you should arrive at a page that tells you to login to your email to get your temporary password

Check your e-mail for your temporary password!

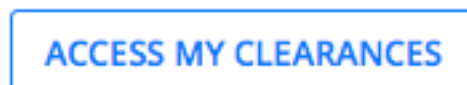
- Now you need to go and check your email account and copy your temporary password
- Now that you have created the Keystone ID and have the temporary password, you will need to once again go back to this website:

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

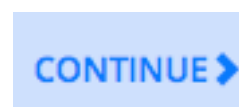
- This time click on



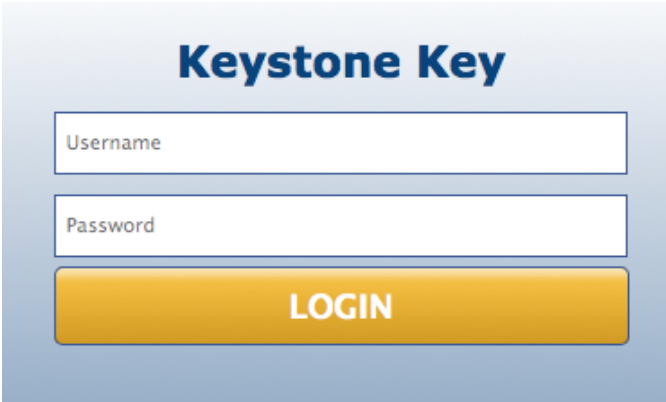
- Then click on




- Read the warnings and notes and then click




- You will now be directed to a page that asks for your Keystone ID that you created as well as the temporary password that was emailed to you. You can copy this temporary password from your email or type it in EXACTLY as it appears in that email message in the spaces provided

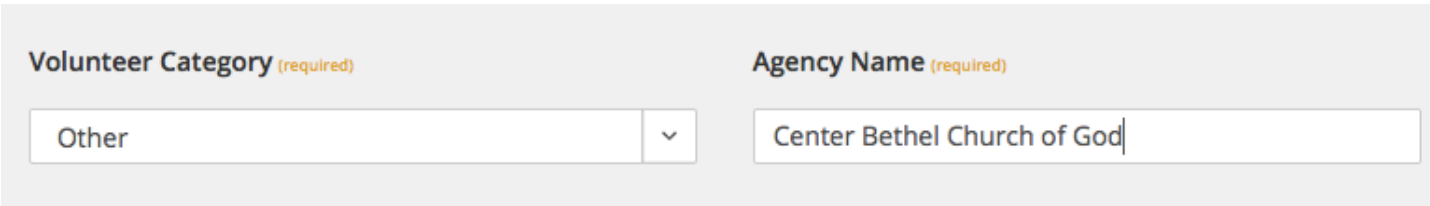


The image shows a login form titled "Keystone Key". It features two input fields: "Username" and "Password". Below these fields is a prominent yellow button labeled "LOGIN".

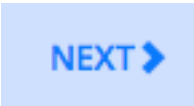
- Once you are logged in click on 
- Read through the information that tells you what to expect and what information you will need to complete this process and then click



- Click the button 
- A menu will appear where you will need select "other" and enter the church information:



The image shows a form with two sections. The first section is "Volunteer Category (required)" with a dropdown menu showing "Other". The second section is "Agency Name (required)" with a text input field containing "Center Bethel Church of God".

- Then click 

- You will then be asked to fill in various personal information including SSN and contact phone number(s). Once finished with these items, click

NEXT >

- Continue to fill out mailing and other information, then click

NEXT >

- You will be asked to add addresses of places you have lived since the 1970's

+ ADD PREVIOUS ADDRESS

- Once you have entered all this information, then click

NEXT >

- Now enter all of your household members past and present

+ ADD HOUSEHOLD MEMBER

- Once you have entered all this information, then click

NEXT >

- Review all of the information you have entered if anything is wrong correct it and then click

NEXT >

- Now you will be asked for an eSignature, read the statement, check the box and type in your first and lastname in the space provided then click

Signature (required)

NEXT >

- On the Application Payment screen select the NO button and click

SUBMIT APPLICATION >

- If you did everything ok, you should now see:

Submission Confirmation

- Click on the button that takes you to your submitted clearance applications
- You should now see your application and a link to it that will look something like this:

[e-Clearance ID: 000000606464](#) 

Purpose **Volunteers Having Contact with Children**

- CONGRATULATIONS! You are finished with the data entry process! You can

LOG OUT

- Now you have to wait while they process your application. Depending on the demand it may take them awhile to complete the request (up to 14 days).
- You will get an email message from PA.gov confirming your submission of the application.
- You will be provided with a link and a phone number to check the status of the report.
- You will need to log back in to this website to check the status and get a printable and savable report.
- When it has been processed you will see this message and a link that you can click on to see and obtain your report to print (you may also get one sent to you via US postal mail):

Your application has been processed. [To view the result, click here.](#)

- When you click on the link the report will automatically be downloaded to your computer so you can open it, **save** it and print it.
- Please **print** a copy for your records and another to submit to the Center Bethel Church of God.
- Congratulations! You have finished clearance form 2 of 3!

The following **EXEMPTION FORM** is for **volunteers ONLY (not employees)** that have been in the state of PA for the past 10 years. You will need to fill out the following form, read it, sign it and provide a copy to the Center Bethel Church of God office. Once you have done that and have provided copies of the Criminal Background and Child Abuse clearances to the church you will have finished clearance 3 of 3 and will be issued a volunteer card. Employees and volunteers that have not lived in PA for the past 10 years will be required to complete the FBI background check. You will find those directions at the end of this instruction booklet.

Center Bethel Church of God

428 Ruffsedale-Alverton Road, PO Box 114, Alverton, PA 15612
(724) 887-8259

VOLUNTEER FORM – EXEMPTION FROM FBI CLEARANCE

Name (Print): _____

Address: _____

Phone: _____

Email: _____

The Child Protective Services Law requires all volunteers to complete three clearances, including the FBI Federal Criminal History Clearance. However, the Law includes a limited exception which exempts a prospective volunteer from the FBI clearance if both of the following conditions apply:

- (1) the prospective volunteer has been a resident of Pennsylvania during the entirety of the previous ten-year period; and
- (2) the prospective volunteer swears or affirms in writing that he/she is not disqualified from service by reason of criminal history.

If you have lived outside Pennsylvania at any point during the prior ten (10) years, you are not eligible for the exemption and this Verification form does not apply to you. If properly completed, this Verification form will excuse eligible volunteers from the FBI Federal Criminal History Clearance.

Please read the statements below. If the statements are true and apply to you, please sign and date the Verification at the bottom. If you have any questions about this Verification or your eligibility, you must contact the church before submitting the Form

I swear and affirm that I have been a resident of Pennsylvania during the entirety of the previous ten-year period.

I swear and affirm that:

- I have never been named in the Statewide database as the perpetrator of a founded report of child abuse committed within the last five (5) years.
- I have never been arrested or convicted of the following offenses under the Pennsylvania Crimes Code or an equivalent crime under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign

nation, or under a former law of this Commonwealth:

- | | |
|--|---|
| Chapter 25 (relating to criminal homicide). | Section 3126 (relating to indecent assault). |
| Section 2702 (relating to aggravated assault). | Section 3127 (relating to indecent exposure). |
| Section 2709.1 (relating to stalking). | Section 4302 (relating to incest). |
| Section 2901 (relating to kidnapping). | Section 4303 (relating to concealing death of child). |
| Section 2902 (relating to unlawful restraint). | Section 4304 (relating to endangering welfare of children). |
| Section 3121 (relating to rape). | |
| Section 3122.1 (relating to statutory sexual assault). | Section 4305 (relating to dealing in infant children). |
| Section 3123 (relating to involuntary deviate sexual intercourse). | A felony offense under section 5902(b) (relating to prostitution and related offenses). |
| Sexual 3124.1 (relating to sexual assault). | Section 5903(c) or (d) (relating to obscene and other sexual materials and performances). |
| | Section 6301 (relating to corruption of minors). |
| Section 3125 (relating to aggravated indecent assault). | Section 6312 (relating to sexual abuse of children). |

The attempt, solicitation or conspiracy to commit any of the offenses set forth above. A felony offense under the Controlled Substance, Drug, Device and Cosmetic Act, committed within the five-year period immediately preceding verification.

I make this statement and submit this Verification under penalty of perjury as more fully set forth in 18 Pa. C.S. § 4904.

Prospective Volunteer Signature

Date

NOTE: SIGNED and DATED form must be returned to the Center Bethel Church of God before a Volunteer ID card can be issued.

3. FBI Fingerprint Clearance

(for ministry volunteers who have lived in Pennsylvania for LESS than 10 years or for CBCOG employees)

Basic Instructions for obtaining FBI clearance:

- Applicants must register prior to getting fingerprinted at www.pa.cogentid.com//index_dpw.htm
- Click on the “Register Online” link.
- Applicants will pay a fee of \$28.50 (an additional charge of \$2 if applicant wants paper copy), payments must be made during registration online with a credit card. (see CBCOG to see if this fee is reimbursable by the church)
- Fill out all of the required information as you continue through the form.
- When you have completed the forms **PRINT out Applicant Registration form with payment confirmation number.**
- You will need to bring that PRINT OUT along with an approved State or Federal ID to a fingerprinting site and all ten fingers are scanned to complete the process. They will rubber stamp and return the PRINT out to you for your records.
- The site location closest to Center Bethel Church of God is the **Goin’ Postal Store at Countryside Plaza in Mt. Pleasant, PA.** Other locations can be found at www.pa.cogentid.com
- The applicant will receive the clearance form in the mail when the FBI Fingerprint Clearance has been completed and is submitted to the Center Bethel Church of God Office.

**>> If requirements apply to you and you can sign the
EXEMPTION FROM FBI CLEARANCE Statement
then you DO NOT NEED to obtain FBI Fingerprint Clearance <<**