

Child Abuse Clearance

The Child Abuse report application may be obtained electronically at <https://www.compass.state.pa.us/CWIS>

- Create individual account – you will need an email address
- Click on next
- Keystone ID: create a username
- Complete the fields and click on finish
- Follow the prompts for creating a password (You will receive 2 emails -1 with your username & 1 with your password)
- Return to the site and Log in
- Click through the continue and next prompts
- Click on “Create a Clearance Application”
- Read through and click “Begin” at the bottom of the page
- o **Application Purpose: Select Adult Volunteer (should be first choice) This will enable the clearance to be conducted at no charge.**
- Click Next
- Enter in 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 on next at the bottom of each page
- You will be asked if your organization provided a payment code for your application
 - o **Select NO: It will tell you that it will be free if you have not received a clearance in 57 months.**
- Submit the Application
- It will take 7-14 days to receive

***Please submit a copy of your results to ME**

Pennsylvania Criminal Background Check

Please go to the below site:

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

*Select New Record Check (Volunteers Only)

You will need to add organization name (CTAA)

You will need to make sure you keep your "Control Number" if your had an initial status of "Record Under Review"

Check Status is case sensitive, and you must complete exactly as you did in the initial request

***Please submit a copy of your results to ME**

FBI Clearance*

Federal (FBI) Criminal reports may be obtained electronically from the Pennsylvania State Police at

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

- Click on “Register Online” on the right side of the screen (Located under the Registration Information Tab)
 - Click continue
 - For payment type select “Credit Card”
 - Enter the Agency ID- PADW65495 (after submitting this the Agency’s information will auto fill)
 - For reason for being fingerprinted select “23PACSA6344.2 DHS VOLUNTEER”
 - Once registered online, print the receipt. You will need to bring the receipt and photo ID to an approved fingerprint site
- The following is a list of approved sites in our area (Call first to be sure they are open).

Company	City	State	County
The UPS Store 1600	Cranberry Township	PA	Butler
Intermediate Unit 4	Grove City	PA	Mercer
The UPS Store 5097	Butler	PA	Butler
CCIS of Lawrence County	New Castle	PA	Lawrence

***Please keep in mind if you have lived in the State of PA for the 10 previous years, you are exempt form the FBI Clearance. You will need to sign the disclosure and return to ME.**