

# Online Clearance Information and Links for Volunteers

## Pennsylvania State Police Criminal Record Check

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

Click on the yellow box “New Record Check” (Volunteers Only)

Free of Charge

**Hints:** When you get to the page that says “Record Check Details” scroll down a bit and you will see a link to a **Certification Form**. Click on that link, follow directions and print the actual certificate.

## PA Department of Human Services Child Abuse History Clearance

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

Click on “Create a New Account”

Free of charge

**Hints:** Click on “Create a New Account”. Then you will need to create a “Keystone ID”. This is like a username – it is not a password. After you fill in the information requested, the state will send you a temporary password through your email. You will need to use the Keystone ID (username) and the temporary password to sign back in to the website to create your own password. Then you will have to log back in to the website using your username and your own password to actually apply for the clearance. Record your keystone ID and password and keep for future reference. Reports can be obtained both online and in the mail.

**FBI check is needed ONLY if the adult has not lived in PA  
for the past continuous 10 years**

## Federal Criminal History Record Information (CHRI) – FBI REPORT

[www.pa.cogentid.com](http://www.pa.cogentid.com)

\$25.75 – will need a credit card

### Hints:

1. Choose **Department of Human Services** (NOT PA Dept of Education)
2. You only need to fill in yellow boxes – you **do not** need to fill in the information about an Agency.
3. For ‘Reason for Fingerprinting’, choose “23PACSA6344.2 DHS Volunteer”
4. At the end of the registration process, there will be a link to a map of Pennsylvania, showing you where all the places are that you can go to have your fingerprints done electronically **AFTER** you register. Click on the number of your geographical area and you will find the list of sites, addresses and hours.
5. Your report will arrive in the mail.