

# Background Check Directions

Act 34 and Act 33 clearances are free for volunteers.  
Please be sure you have access to a printer and your email before beginning.

1. **Act 34 | PA Access to Criminal History (PATCH)** - <https://epatch.state.pa.us/Home.jsp>
  - a. For volunteers, click **New Record Check**. For employees, click **Submit a New Record Check**.
  - b. Scroll down and click **Accept**.
  - c. Click **Individual Request** as you are an individual running the check on yourself. Then **Continue**.
  - d. Fill out the **Requestor Information page**. Choose "Other" if you are a volunteer. Click **Next**.
  - e. Review the information and click **Proceed**.
  - f. Fill out the **Record Check Request page**. Your Social Security number is not required.
  - g. Click **Enter This Request**.
  - h. Enter information for a second person if you are filling it out for a spouse or child. If only one request is necessary, click **Finished**.
  - i. Review information and click **Submit**.
  - j. Employees, click **Checkout** and enter Credit Card information on the next page. Click **Submit**. Volunteers can skip checkout, then follow the next step.
  - k. Click on the **Control #** then click on **Certification Form** and print.
  
2. **Act 33 | Child Abuse History** - <https://www.compass.state.pa.us/cwis/public/home>
  - a. Click **Create Individual Account**. Click **Next** after reading information.
  - b. Create a Keystone ID. This can be anything you want. Write down your Keystone ID and answers to security questions. They are case and spacing sensitive and will be used later.
  - c. Click **Finish** and check email for temporary password.
  - d. Close the browser and open the Child Abuse History link again. This time, click **Individual Login**. Scroll down and click **Continue**.
  - e. Enter your Keystone ID and Temporary Password.
  - f. Click **Security Questions** and enter information.
  - g. Click **Private Device**.
  - h. Create and enter a new Password. Write this password down. Click **Close Window**.
  - i. Enter Keystone ID and new Password. If your password doesn't work, try your temporary password again.
  - j. Read through terms and click **Next**. Click **Continue** on the next page.
  - k. Click **Create Clearance Application**. Click **Begin** at the bottom of the next page.
  - l. Choose your **Application Purpose**. Volunteers will choose the first option. Paid Staff will choose the fourth option. Click **Next**.
  - m. Enter **Applicant Information** through the next few pages. When asked about the **Certificate Delivery Method**, click **Yes** when asked if you would like it mailed. They will then email and mail the certificate to you. The agency name is **Pathway Church**.
  - n. Sign your name with **first and last name only** on the eSignature page.
  - o. When asked for Application Payment, Pathway Church does not provide a code for applications.
  - p. For employees, click **Make a Payment** and enter Credit Card information.
  - q. Print the **Submission Confirmation page** as proof of application and payment. The Child Abuse History clearance will be emailed and mailed to you in approximately 2 weeks.

3. Act 114 | FBI Fingerprinting - <https://uenroll.identogo.com/>

FBI Fingerprinting is required for employees and for volunteers who have not lived in PA for 10 years. **If you are a volunteer who has lived in PA for the past 10 consecutive years, you can sign a waiver at the church in lieu of the FBI Fingerprinting.**

- a. Enter the following service code for the Department of Human Services:  
Employees – **1KG756**  
Volunteers – **1KG6ZJ**
- b. Click **Schedule or Manage Appointment**.
- c. Enter the required information over the next few pages. **Pathway Church does not provide an Authorization Code for payment.**
- d. The closest location to the church for fingerprinting is the **Beaver County YMCA at 2236 Third Ave, New Brighton, PA, 15066**. But you may choose any location.
- e. You may walk in at any time with your application to get fingerprinted, but to eliminate the risk of waiting for hours, we recommend you make an appointment.
- f. Print the **Service Summary page** and read carefully before your appointment. Be sure to take that page, a method of payment, and identification documents with you to your appointment.

For FAQs, visit [https://www.identogo.com/uploads/general/FAQs\\_03\\_29\\_18\\_final.pdf](https://www.identogo.com/uploads/general/FAQs_03_29_18_final.pdf).

**This waiver is for volunteers who have been residents of PA for 10 consecutive years. This is in place of the FBI fingerprinting clearance. Please print and sign below.**

Please sign this waiver if all three of the following are true. If all three are not true, you must obtain an FBI Criminal History Clearance.

1. The position I am applying for is unpaid.
2. I hereby confirm that I have been a PA resident for the entirety of the previous 10-year period.
3. I hereby swear that I am not disqualified from serving pursuant to the conditions listed below, and have not been convicted of any of the enumerated offenses, or equivalents from another jurisdiction.

Any applicant will be denied:

- Who is named in the statewide database as a perpetrator of a founded report committed with the last five years;

- Whose PA State Police Criminal Background check or FBI check reveals a conviction for any of the following at any time in the past: criminal homicide; aggravated assault; stalking; kidnapping; unlawful restraint; rape; statutory sexual assault; involuntary deviate sexual intercourse; sexual assault; aggravated indecent assault; indecent assault; indecent exposure; incest; concealing the death of a child; endangering the welfare of children; dealing in infant children; prostitution and related offenses; obscene and other sexual materials and performances; corruption of minors; sexual abuse of children; OR the attempted solicitation or conspiracy to commit any of the above offenses;

- Or whose PA State Police Criminal Background or FBI check reveals a conviction for a drug or drug-related felony in the past five years.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date