SJN Parish / Ss Colman-John Neumann School

3 Clearances
Step-By-Step Instructions for Volunteers
There is no cost for volunteers.

1. **PA Criminal Background** - **https://epatch.pa.gov/home**

   Submit the online request (allow ~15 minutes):

   a. Click 'New Volunteer Record Check'
   b. Terms and Conditions: click the checkbox at the bottom, then click 'Accept'
   c. Personal Information:
      i. Volunteer Organization: enter 'St John Neumann Parish' or 'SS Colman John Neumann School'   [do not use special characters]
      ii. Complete the required fields
      iii. Click 'Next'
   d. Review the information entered. Click 'Back' to edit, if needed. Otherwise, click 'Proceed'.
   e. Record Request Form: enter the required information
   f. Click 'Submit This Request'
   g. Record Check Request Review: Click 'Submit'
   h. Wait for the request to process.
      i. Write down the Control # (the bold blue number on the lower left).
      ii. Although the system indicates that the process takes 2-3 weeks, _typically_ within ~10 minutes the clearance is ready. See below.

   Get your clearance certificate (allow ~5 minutes):

   a. Look for two emails from " RA-SPPATCH-E-Notify". **Each has your Control #.**
      i. 1st email: PATCH Request Confirmation
         If you don't receive it within 10 minutes, check your spam / junk folder.
      ii. 2nd email: PATCH Request Completed
         If you don't receive it within 20 minutes, wait for 4 days then call the PATCH Help Line: 888-783-7972. It is best to have your Control # ready.

   b. Open the 2nd email
   c. Click the hyperlink
   d. Enter your Control #, Request Date, First Name and Last Name
   e. Click 'Search'
   f. Scroll down and click the Control # (bold blue number lower left)
   g. Record Check Details: scroll down and click 'Certification Form'
   h. If a pop-up window appears, click OK.
   i. Click Print or Save per your preference (upper right corner).
   j. Save as a PDF and email to the SEC, or
      print a paper copy and send a digital copy to the SEC or drop it off at the rectory, or
      give a paper copy to Melissa McCormick at SCJN school who will get it to the SEC.

Safe Environment Coordinator (SEC)   safe-environment@sjnparish.org   610-525-3100

2. **PA Child Abuse** - **https://www.compass.state.pa.us/CWIS**

*   *   *This website does NOT work on a tablet (including iPads), cell phone, Chromebook or Surface Pro. A laptop or desktop computer needs to be used. * * *

For assistance using the online site, password resets, etc. call 877-371-5422 option #0, then option #2.
Start with '2.e' if you have previously requested a Child Abuse Clearance.

Submit the online request (allow ~20 minutes):
   a. Click 'Create Individual Account' (aka a Keystone ID which is used by a number of Pennsylvania agencies). Save your username and password for future use.
   b. Create Keystone ID:
      i. General Information: Click 'Next'
      ii. Profile Information:
           Create your Keystone ID (this is a user name / user ID of your choosing).
           Complete the required fields.
           Include the "/" when entering your date of birth.
           Complete the security questions. The answers are case sensitive!
           Click 'Finish'.
      iii. Close the window with the message, "Check your email for your temporary password".
   c. Check your email for two emails from 'noreply@pa.gov'. One will have your Keystone ID and the other will have your temporary password.

   d. Launch website again **https://www.compass.state.pa.us/CWIS**
      i. Click 'Individual Logon'
      ii. Click 'Access My Clearances'. At the bottom click "Continue'.
      iii. Enter your Keystone ID and password. Click 'Login'
      iv. Verify account (use the temporary password from the email)
      v. Set up a permanent password

   e. Launch website again **https://www.compass.state.pa.us/CWIS**
      i. Click 'Individual Logon'
      ii. Enter your Keystone ID and password. Click 'Login'
      iii. My Child Welfare Account Terms and Conditions: click the circle and then click 'Next'
      iv. Learn More: click 'Continue'
      v. My PA Child Abuse History Clearance: Click 'Create Clearance Application'
      vi. Getting Started: click 'Begin'
      vii. Application Purpose: click circle for 'Volunteer'
              Volunteer Category: Other
              Agency Name: St John Neumann Parish
              Click 'Next'
      viii. Application Information: add information. Click 'Next'
      ix. Current Address: add information. Click 'Next'

x. eSignature:
If you have not received a free PA Child Abuse clearance in the previous 57 months (almost 5 years), click 'No'.
Click affirmation statement
Signature: type your name and then click 'Next'

xi. Application Payment:
Click 'No'
Click 'Next'

xii. Submission Confirmation: write down your eClearance ID (the leading zeros are not needed)

Get your clearance certificate (allow 5 minutes):

a. Look for two emails from "noreply@pa.gov". **Each has your eClearance ID number**.
   i. 1st email: Pennsylvania Child Abuse History Clearance Submission – Applicant Submission Confirmation

   ii. 2nd email: Pennsylvania Child Abuse History Clearance – Results
   Typically, this email is received within 60 minutes. On rare occasions it can take up to 2 weeks.

b. Click the "Please Click Here" hyperlink in the email.
c. Click 'Individual Logon'
d. Click 'ACCESS MY CLEARANCES'
e. Click 'Continue' at the bottom
f. Enter your Keystone ID and password. Click 'Login'

g. Scroll down and click "To view the result, click here" (if you don't see the green message, your clearance is not available yet. Check back in a day or two.

> Your application has been processed. To view the result, click here.

h. Save as a PDF and email to the SEC, or
print a paper copy and send a digital copy to the SEC or drop it off at the rectory, or
give a paper copy to Melissa McCormick at SCJN school who will get it to the SEC.

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3. **Federal Criminal History Record** (aka FBI fingerprints)
   Or Disclosure Statement Application for Volunteers

   If you have lived in PA for the entire previous 10 years,
   a. read and sign the Disclosure Statement Application for Volunteers (included in this packet or available by clicking the following) **http://childyouthprotection.org/docs/disclosure%20statement%20volunteers.pdf**
   b. a witness must also read and sign (the witness may be a spouse or any adult who can attest to the truth of your signed disclosure).
   c. Return it to the SEC.

   If you have NOT lived in PA for the entire previous 10 years, schedule to have your fingerprints taken. **https://uenroll.identogo.com**
   a. Enter Service Code **1KG6ZJ** (for volunteers)
   b. Click 'Go'
   c. Click 'Schedule or Manage Appointment'
   d. Enter the required information
   e. Select a location and date

   f. Look for an email from "no-reply@uemail.identogo.com" with your appointment information (subject line: IdentoGO Service Confirmation)

   g. Have your fingerprints taken.

   Get your clearance certificate (allow 5 minutes):
   a. After you are fingerprinted, look for an email from PaSafeCheck (status@dev.pasafecheck.identogo.com). The subject line for non-educators is DHS-OCYF Applicant Letter Ready.

   b. **You have only ONE opportunity to access your results and print them!** Any typo when answering the security question you created will prevent a second attempt to access your results.

   c. After reading the short email, **click on the link only when you have access to a printer or the ability to save as a PDF**.

   d. Save as a PDF and email to the SEC, or print a paper copy and send a digital copy to the SEC or drop if off at the rectory, or give a paper copy to Melissa McCormick at SCJN school who will get it to the SEC.

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