

Trinity Lutheran Church Volunteer Clearance Instructions

All Trinity volunteers working in programs that involve children under the age of 18 must obtain the following 3 clearances:

- *PA State Child Abuse History Clearance
- *PA State Police Criminal Record Check
- *Federal Criminal Record Check (fingerprints)

PA State Child Abuse History Clearance (FREE for volunteers)

1. Go to: <https://www.compass.dhs.pa.gov/cwis/public/home> Please use a computer to register, as other devices are not compatible with the website.
2. Click the CREATE AN INDIVIDUAL ACCOUNT button to create an account. If you have an existing account, please log in to the website with your existing information. If you have technical issues, please call 877-343-0494.
3. Go through all the steps listed on the site in order to obtain the clearance.
4. Submit the Application. You will receive a confirmation email from the State.
5. Print and submit to church office

PA State Police Request for Criminal Records Check (FREE for volunteers)

1. Go to <https://epatch.pa.gov/home>
2. Click New Volunteer Record Check
3. Use the following information:
Volunteer Organization Name: Trinity Lutheran Church
Volunteer Organization Phone Number: 717-737-8635

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4. Take note of your Control Number.
5. Once the record check is complete, click on your Control Number to print the “No Record” certificate and submit it to the church office.

FBI - Federal Criminal Record Check (fee involved for volunteers and employees)

The FBI check is a three-step process.

- First, you must register online, schedule an appointment, and print the receipt (See instructional steps below to register.)
- Second, take the receipt, the form of ID you specified during registration, and payment method to a fingerprinting facility.
- Third, after providing the fingerprints at the facility, the results will be mailed to the home address that you entered online when you registered.

Instructional Steps:

1. Go to: <https://uenroll.identogo.com>
2. Enter the following Service Code: **1KG6ZJ**
3. Select ‘Schedule or Manage Appointment’
4. Fill in requested information on each screen and click ‘next’ to proceed to next screen
5. Schedule an appointment date, time, and location
6. Print “Service Summary” to take to your appointment
7. Results will be emailed to you and must be accessed and printed within 30 days. Please submit a copy to the church office.