

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)

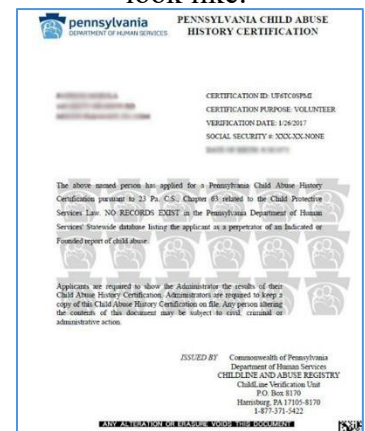
AND

*Complete the annual in-house
Keeping Kids Safe training

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

What your clearance will look like:

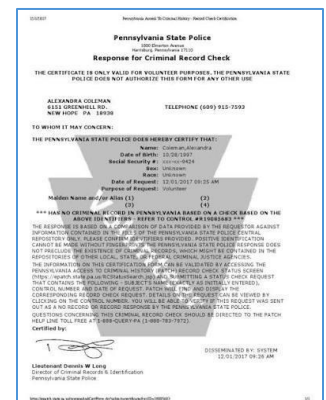


PA State Police Request for Criminal Records Check (FREE for volunteers)

Go to <https://epatch.pa.gov/home>

1. Click New Volunteer Record Check
2. Use the following information:
Volunteer Organization Name: Trinity Lutheran Church
Volunteer Organization Phone Number: 717-737-8635
3. Take note of your Control Number.
4. Once the record check is complete, click on your Control Number to print the "No Record" certificate and submit it to the church office.

What your clearance will look like:



(continued on back)

Updated 7/2026

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

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:

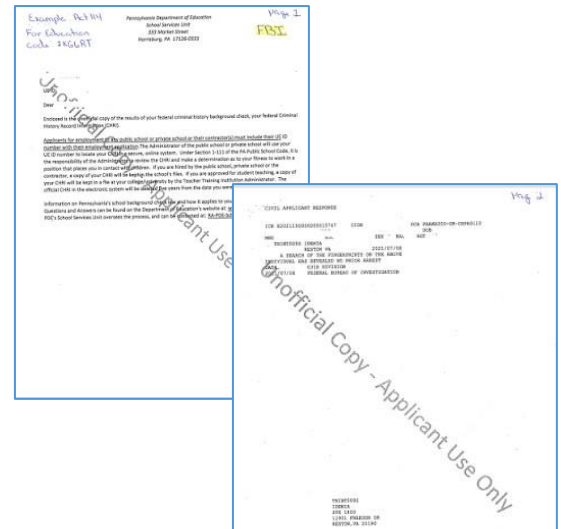
1. Go to: <https://uenroll.identogo.com>
2. Enter the following Service Code: **1KG6ZJ**
3. Select 'Schedule or Manage Appointment'
4. Fill in requested information on each screen and click 'next' to proceed to next screen
5. Schedule an appointment date, time, and location
6. Print "Service Summary" 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.

What your
clearance
will look like:



The image shows a clearance form from the Pennsylvania Department of Human Services. It includes a header with the department's logo and name. Below the header, there is a section for 'Your background check has been processed in accordance with the Child Protection Services Law (75 Pa.C.S. Chapter 63). The following is the documentation made by the Pennsylvania Department of Human Services on 04/09/2023.' There are two checkboxes: 'ELIGIBLE' (checked) and 'INELIGIBLE'. Below these, there is a section for 'If you are questioning the accuracy of this response, please submit court documents to support your position. You may request a copy of your results from five years following receipt of verification by mailing a written request to the address listed below.' The form is signed by 'Respectfully, Clearance Verification Unit'.

Or a two-page
document
like this:



The image shows a two-page document. The top page is a 'Service Summary' from the Pennsylvania Department of Education, dated 04/09/2023. It includes a header with the department's name and address. Below the header, there is a section for 'Your background check has been processed in accordance with the Child Protection Services Law (75 Pa.C.S. Chapter 63). The following is the documentation made by the Pennsylvania Department of Education on 04/09/2023.' There are two checkboxes: 'ELIGIBLE' (checked) and 'INELIGIBLE'. Below these, there is a section for 'If you are questioning the accuracy of this response, please submit court documents to support your position. You may request a copy of your results from five years following receipt of verification by mailing a written request to the address listed below.' The form is signed by 'Respectfully, Clearance Verification Unit'.

The bottom page is a 'CITE APPLICANT RESPONSE' form. It includes a header with the department's name and address. Below the header, there is a section for 'FOR APPLICANT RESPONSE'. It includes a section for 'APPLICANT RESPONSE' with a date of 04/09/2023. Below this, there is a section for 'CITE APPLICANT RESPONSE' with a date of 04/09/2023. The form is signed by 'Respectfully, Clearance Verification Unit'.

Keeping Kids Safe annual training (FREE for volunteers)

1. Go to https://docs.google.com/forms/d/e/1FAIpQLSdKV8GLkeVhMKweMNY15pjbGIwZP8kWP_ZfPByc-4_LHWTRCQg/viewform?usp=sharing&ouid=101334052705560682765
2. Complete the Google Form and view the Keeping Kids Safe training video 3. Click Submit