Clearance Packet

Dear Volunteers and paid Staff,

We are extremely thankful for the way you faithfully serve the next generation at Orchard Hill Church. Pennsylvania has enacted laws that dictate how we do background checks. To comply with these laws, we need to follow this process for obtaining clearances. By completing this process, you will have clearances that will allow you to serve with kids and students at Orchard Hill.

**THESE ITEMS NEED TO BE COMPLETED AND RETURNED
BEFORE YOU WILL BE ABLE TO SERVE.**

Included in this packet:

- **State Clearances** *(PA Criminal History and PA Child Abuse History, renewed every 5 years)*
- **FBI Fingerprint Registration and Scheduling*** *(renewed every 5 years)*
- **Annual Safety Acknowledgement** *(Needed annually)*

*If you are a Volunteer and have lived in Pennsylvania for the previous 10 years, you are not required to complete the FBI Fingerprint Clearance process. All paid staff must complete the FBI Fingerprint clearance process.

Last updated on 12/12/2023

State Clearances

Required for all Volunteers and paid Staff
Cost: **Paid staff** - $22 (PA Criminal History) & $13 (PA Child Abuse) *Reimbursed by Orchard Hill Church with submitted receipt.* **Volunteers** - Free

Please see the instructions below to request your PA Criminal History and PA Child Abuse History clearances. Once completed, please supply a copy of these documents to Orchard Hill.
Process
1. To complete these clearances, you will need to visit:
   - PA Criminal History Clearance: https://epatch.pa.gov/home
   (Processes Immediately)
   Please make sure to click "Control #" once clearance is processed to receive the PDF.
   - PA Child Abuse History Clearance: https://www.compass.state.pa.us/cwis/public/home
   (Processes within 7-14 days)
   Select "Individual Login" to begin the application.
2. *When **renewing** a PA Child Abuse History clearance: To avoid a fee, do not process a new clearance until one month before your current clearance expires.*
3. After receiving your clearances, please send us a copy. You can email them (save as a pdf), mail, or drop off a copy of the clearances.
4. For detailed instructions on completing these state level clearances, please click here or see pages 5-7.

FBI Fingerprint Clearance

Required for all paid Staff
Also required for all Volunteers who have **NOT** lived in PA for the last 10 years
Cost: $23.75 *(Reimbursed by Orchard Hill Church with submitted receipt.)*

Please see the instructions below to request your FBI Fingerprint clearance. Once completed, please supply a copy of this document to Orchard Hill.
Process
1. You will need to visit uenroll.identogo.com to schedule your fingerprint session. Paid staff, use **Service Code 1KG756** and follow the steps. Volunteers, use **Service Code 1KG6ZJ** and follow the steps.
2. For detailed instructions on completing this clearance, please click here or see pages 8-9.
3. Please keep your receipt and submit it to the church, as Orchard Hill will reimburse you for your payment.

PLEASE NOTE: Shortly after your fingerprints have been taken and results are available, you will receive an email. You will have **one time** to electronically access these results, so it is important that you are able to download it, save it, and print it for future needs. Results will be mailed ONLY to the address you put into your registration (your home). Orchard Hill does not get sent a copy. It is your responsibility to make sure you share a copy of your official fingerprint clearance with Orchard Hill.
YOU WILL NOT BE ABLE TO SERVE UNTIL WE RECEIVE THESE CLEARANCES.

Last updated on 12/12/2023

ANNUAL SAFETY ACKNOWLEDGEMENT
MANDATORY FOR ALL APPLICANTS

Keeping the ministry safe is one of our top priorities. Your honest answers to the following questions will allow us to maintain a safe environment that protects the physical, emotional, and spiritual wellbeing of others.

Please fill out this Annual Safety Acknowledgement here.

Last updated on 12/12/2023

CLEARANCE INSTRUCTIONS FOR PAID STAFF AND VOLUNTEERS

PA Criminal History Clearance

Please note that it is the responsibility of the requestor to print out or save as a PDF the "No Record" or "Record" response. A paper copy will not be mailed.

For Paid Staff:

1. Go to https://epatch.pa.gov/home
2. Begin by clicking "Submit a New Record Check". Follow the prompts.
3. Under Requestor Details, select "Individual Request". Follow the prompts.
4. After entering payment information, wait for the results to process.
   - If the request says, "Request Under Review", save your Control Number, Date of Request, and Name from the original request.
   - Check the website periodically for updates by using the "Check the Status of a Record Check" on the home page.
   - Use the same Control Number, Date of Request, and Name as the original request to access the clearance status.
5. Once the results have processed, click the code under "Control #". This is a hyperlink.
6. Click "Certification Form" at the bottom of the webpage.
7. Print or save this form as a PDF and share it with Orchard Hill Church.

For Volunteers:

1. Go to https://epatch.pa.gov/home
2. Begin by clicking "New Volunteer Record Check". Follow the prompts.
3. Under "Personal Information", enter the following for Orchard Hill Church:
   - Volunteer Organization Name: Orchard Hill Church
   - Volunteer Organization Phone Number: (724) 935-5555
4. Follow the prompts. Wait for the results to process.
   - If the request says, "Request Under Review", save your Control Number, Date of Request, and Name from the original request.
   - Check the website periodically for updates by clicking "Check the Status of a Record Check" on the home page. Use the same Control Number, Date of Request, and Name as the original request to access the clearance status.
5. Once the results have processed, click the code listed under "Control #". This is a hyperlink.
6. Click "Certification Form" at the bottom of the webpage.
7. Print or save this form as a PDF and share it with Orchard Hill Church.

PA Child Abuse History Clearance

For Paid Staff

To create a new account:

1. Go to https://www.compass.state.pa.us/cwis/public/home
2. Click on "Create Individual Account".
3. Follow the prompts.
    - Please save your Keystone ID for future use.
4. Your Keystone ID and a temporary password will be sent to your e-mail address.
5. Follow the log-in instructions in the password e-mail message to change your password.
    - Please save this new password for future use.
6. Follow the steps listed below. You will log-in using your new Keystone ID and password.

To apply for the PA Child Abuse Clearance:

1. Go to https://www.compass.state.pa.us/cwis/public/home
2. Click "Individual Login" & "Access My Clearances".
3. Use your saved Keystone ID & password to login.
4. Click on "Create Clearance Application" and click "Begin" at the bottom of the page.
    - On the "Application Purpose" page, select "Individual 14 Years of Age or Older…"
5. Follow the prompts.
    - When entering your address, the city field only allows one space. If the town or city is more than two words, do not use more than one space and run words together.
        - *Example: Squirrel Hill North.*
6. When completing the application, your eSignature should only include your first and last name (as it appears on the application request).
7. Follow the prompts for payment. Save receipt to submit to Orchard Hill for repayment.
8. You will see a submission confirmation screen and you will receive an e-mail confirming successful submission of your application with an eClearance ID from noreply@pa.gov
    - Within 14 days (or sometimes only a few hours), you will receive a results e-mail from noreply@pa.gov
    - You may also login at any time to check the status of your clearance application.
9. To check the status of your clearance application submission:
    - Return to the website https://www.compass.state.pa.us/cwis/public/home
    - Click "Individual Login".
    - Click "Access My Clearances
    - Enter your saved Keystone ID and password and click "Login".
    - You should see a green box with "Your application has been processed. To view the results, click here".
    - Click the link to view your clearances. Print or save your certificate on your computer.
10. Please share a copy of your clearance with Orchard Hill Church.

Last updated on 12/12/2023

For Volunteers:

To create a new account:

1. Go to https://www.compass.state.pa.us/cwis/public/home
2. Click on "Create Individual Account".
3. Follow the prompts.
   - Please save your Keystone ID for future use.
4. Your Keystone ID and a temporary password will be sent to your e-mail address.
5. Follow the log-in instructions in the password e-mail message to change your password.
   - Please save this new password for future use.
6. Follow the steps listed below. You will log-in using your new Keystone ID and password.

To apply for the PA Child Abuse Clearance:

1. Go to https://www.compass.state.pa.us/cwis/public/home
2. Click "Individual Login" & "Access My Clearances".
3. Use your saved Keystone ID & password to login.
4. Click on "Create Clearance Application" and click "Begin" at the bottom of the page.
   - On the "Application Purpose" page, select "Volunteer Having Contact with Children..."
   - In the volunteer category, select "Other" and enter "Orchard Hill Church", then click "Next".
5. Follow the prompts.
   - When entering your address, the city field only allows one space. If the town or city is more than two words, do not use more than one space and run words together
   - *Example: Squirrel Hill North.*
6. When completing the application, your eSignature should only include your first and last name (as it appears on the application request).
7. When asked, "Did an organization provide a payment code...", click *No*.
8. Follow the prompts.
9. You will see a submission confirmation screen.
   - You will receive an e-mail confirming successful submission of your application with an eClearance ID from noreply@pa.gov
   - Within 14 days (or sometimes only a few hours), you will receive a results e-mail from noreply@pa.gov or you may login at any time to check the status.
10. To check the status of your application submission:
      - Return to the website
      - Click "Individual Login"
      - Click "Access My Clearances
      - Enter your saved Keystone ID and password and click "Login".
      - You should see a green box with "Your application has been processed. To view the results, click here".
      - Click the link to view your clearances.
      - Print or save your certificate on your computer.
11. Please share a copy of your clearance with Orchard Hill Church.

FBI Fingerprint Clearance

For Paid Staff

1. Go to https://uenroll.identogo.com/

2. Enter Service Code **1KG756** and click "go".

3. Click "Schedule or Manage Appointment".

4. Follow the prompts.

5. Under "Employer Information", list Orchard Hill Church.
   - Orchard Hill Church
     2551 Brandt School Road
     Wexford, PA 15090

6. Under "Personal Questions", you will be asked *"Do you have an Authorization Code?"*. Select "No".

7. Select a date and time from the list or select "walk-in". Click "Submit".

8. The next page will be an appointment summary page with your registration details and estimated cost.

9. Please be sure to view the red box labeled, "IMPORTANT!".
   - Be sure to bring the document(s) you selected to your appointment.
   - All ID Documents must be the originals. Copies will not be accepted.
   - Remember the answer to your security question.
   - Bring payment (Business Check, Money Order, or Credit Card) with you to the appointment. Cash is not accepted.

9. Attend your scheduled fingerprint appointment. Save any receipts to submit to Orchard Hill for reimbursement.

10. Shortly after your fingerprints have been taken and results are available, you will receive an email.
   - You must be prepared to download, save, or print the Eligibility Letter when accessing it the first time because you will only have **one time** to electronically access the result.
   - The email link with the result **cannot** be reset or re-emailed.
     - After clicking the emailed link, you will have 3 attempts to correctly answer the security question.

11. Results will be mailed ONLY to your home address. Orchard Hill does not get sent a copy.

12. It is your responsibility to share a copy of your official FBI Criminal History Fingerprint clearance with Orchard Hill Church.

For Volunteers:

1. Go to https://uenroll.identogo.com/

2. Enter Service Code **1KG6ZJ** and click "go".

3. Click "Schedule or Manage Appointment".

4. Follow the prompts.

5. Under "Employer Information", list Orchard Hill Church.

- Orchard Hill Church
  2551 Brandt School Road
  Wexford, PA 15090

6. Under "Personal Questions", you will be asked *"Do you have an Authorization Code?".* Select "No".

7. Select a date and time from the list or select "walk-in". Click "Submit".

8. The next page will be an appointment summary page with your registration details and estimated cost.

9. Please be sure to view the red box labeled, "IMPORTANT!".

- Be sure to bring the document(s) you selected to your appointment.
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