

The State of Pennsylvania recently changed the law and now requires all school volunteers to obtain PA Criminal History Check, Child Abuse Clearance, and a FBI fingerprint background check every 3 years (for those volunteers living in PA for less than 10 years – see note below).

**PA Criminal History Checks:**

- Can be obtained online at <https://epatch.state.pa.us/Home.jsp>

**PA Child Abuse History Clearances:**

- Visit [www.compass.state.pa.us/CWIS](http://www.compass.state.pa.us/CWIS)
- Create a new account and set your new “Keystone ID” password.
- After you log in with your new account information, select “Access My Clearances”
- Continue through disclosure page and onto the next page where you can “Create Clearance Application”
- Fill out the application as you normally would the paper copy in the past.
- Submit it and pay for the clearance at that time. (Save a copy of your receipt)
- Once you have received your official record, bring it to the rectory along with your receipt for reimbursement.

**FBI Fingerprint Check – only necessary if you’ve lived in PA for LESS THAN 10 years:**

- To schedule an appointment, visit [www.pa.cogentid.com](http://www.pa.cogentid.com) (you will have to pay for the fingerprint check with a credit card) and click the following:
  - Pennsylvania Department of Education
  - Register online
  - Reason Fingerprinted – “Non-Public school”
  - Complete the registration and print out your information to take to a local fingerprinting site

Once you receive a letter from the Pennsylvania Department of Education with an enclosed “Unofficial copy” of your FBI fingerprint check, bring both the letter and the copy to **Dot Marquis in the rectory**. She is authorized by Cogent to use your registration ID number to access the official Record of Arrests and Prosecutions (RAP) Sheet. This is the official fingerprint record that is stored in your personnel file.

**NOTE:** If you have lived in PA continuously for 10 years, you need to fill out a **Disclosure Statement application for volunteers**

**Also, as mandated by the Archdiocese of Philadelphia, ALL VOLUNTEERS MUST ATTENEND THE PROTECTING GOD’S CHILDREN class. . You may register for this class on line at [www.virtus.org](http://www.virtus.org).**