

## VOLUNTEER CLEARANCE INSTRUCTIONS

At Lewisburg Alliance Church, we take seriously our role in ensuring young people are safe in our church and at our events. One of the ways we do this is by requiring background clearances on all adult volunteers aged 18 or older. All forms must be obtained and submitted to the church office or your ministry leader prior to volunteering.

Listed below are the steps to obtain these clearances:

1. **PA Child Abuse Clearance**
2. **PA Criminal Background Check (PATCH)**
3. **PA Residency Disclosure Form** for those who have lived in PA for 10 years or longer or **FBI Fingerprinting** for those who have not.

*Note: Be sure to use "https" in the address if you having trouble accessing the websites.*

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### PA CHILD ABUSE CLEARANCE

<https://www.compass.state.pa.us/CWIS/Public/Home>

1. Go to the website above. Click on "Create Individual Account," and follow the instructions given. You are completing the Volunteer option, so there is **no charge** for this.
  2. Once you have created your login profile, log in and complete the form.
  3. When you receive a certificate of completion showing the results, email a digital copy to the church office or give a printed copy to your ministry leader or the church office.
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### PA CRIMINAL BACKGROUND CHECK

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

1. Go to the website above, and click on "New Volunteer Record Check." You are completing the Volunteer option so there is **no charge** for this.
  2. Read the next page and click "Accept."
  3. Fill in all the required information.
  4. When you receive a certificate of completion with the results, be sure to print a copy of the form. Email a digital copy to the church office or give a printed copy to your ministry leader or the church office.
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### FBI FINGERPRINTING

Have you lived in PA for the past consecutive 10 years?

#### If yes:

Fill out the **Pennsylvania Residency Disclosure Form**. A digital fillable/signable form can be obtained by going to our website, **lewisburgalliance.com**. Once there, click on **MYLAC** in the menu bar on the home screen and click on **Forms**. Click on the form name and complete the form as required. (Click on the **Continue** button at the bottom of the page and then on the **Start** button on the top of the form.)

A manual form can be obtained from the church office if needed. Contact the office for assistance.

#### If no:

You must get your fingerprints checked for any additional criminal records.

**<https://www.identogo.com/locations/pennsylvania>**

1. Go to the website above. Scroll down and hover over "Digital Fingerprinting" until you see the word "Select" appear in the square and click on that.
2. On this screen, you will be asked to enter a service code. Enter **1KG6ZJ** and click "GO."
3. From this next screen, you can schedule your appointment and see the documentation you are required to bring with you.
5. When you receive a certificate of completion showing the results, email a digital copy to the church office or give a printed copy to your ministry leader or the church office.

Note: This clearance costs **\$25.55**. If you need to be reimbursed for the cost of this clearance, please contact your ministry leader or the church office for assistance.

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