



# REQUIRED CLEARANCE CHECKS FORM Children & Youth Workers

PRINT YOUR NAME \_\_\_\_\_

All children and youth workers, both volunteer (ages 18 and older) and paid (age 14 and older), are required to complete the following clearances. Costs incurred may be reimbursed by submitting receipts to EBIC. Instructions for completing current clearances are below:

## 1. PA STATE POLICE CRIMINAL RECORD CHECK

- WEBSITE: [epatch.state.pa.us](http://epatch.state.pa.us)
- COST: \$8 (for paid workers) FREE (for volunteers)
- An instant response will be provided if there is no record
- Submit a printed copy of your **PA STATE POLICE RESPONSE FOR CRIMINAL RECORD CHECK**

## 2. PA DEPARTMENT OF HUMAN SERVICES CHILD ABUSE HISTORY CLEARANCE

- WEBSITE: [www.compass.state.pa.us/CWIS](http://www.compass.state.pa.us/CWIS)
- COST: \$8 (for paid workers) FREE (for volunteers)
- Create an account and submit your request electronically. It is helpful to collect the following information prior to beginning your submission:
  1. Addresses where you have previously lived
  2. Names of all individuals with whom you have lived to include parents, guardians, siblings, spouses, etc.
  3. Any previous names you have used or have been known by
- Results will be emailed/mailed to you within 14 days of submission.
- Submit a printed copy of your **PA DEPARTMENT OF HUMAN SERVICES CHILD ABUSE HISTORY CLEARANCE**

## 3. PA RESIDENCY OR FEDERAL CRIMINAL HISTORY BACKGROUND CHECK

**Please check ONE(1) of the appropriate boxes and complete instructions of that section.**

I am submitting to be a volunteer ONLY at EBIC. I have lived in Pennsylvania during the entirety of the past 10 consecutive years. I have not been convicted of a felony nor a sex crime over the past five years.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

I have lived OUTSIDE of Pennsylvania at some point during the last 10 years OR I will be a paid employee of EBIC.

**Complete the fingerprint based Federal (FBI) Criminal History Background Check:**

1. Register online and schedule a 10-minute fingerprint appointment at [Identogo](http://Identogo.com) ([uenroll.identogo.com](http://uenroll.identogo.com)). Enter the appropriate code below:
  - a. **1KG6ZJ** (volunteer, 18 or older)
  - b. **1KG756** (paid worker, 14 or older)
2. Print your registration confirmation email & take it along with a form of identification (driver's license, photo ID or US passport) and form of payment (credit card, check or money order) to:
 

**Elizabethtown Fingerprinting Location**

<b>E-town Public Library</b>	M-Th 9AM - 8 PM
10 South Market Street	FRI 9AM -1 PM / SAT 9AM - 4 PM
Elizabethtown, PA 17022	717.367.7467
3. The Elizabethtown Public Library Fingerprinting Office is located on the 2<sup>nd</sup> floor of the library. Please sign in when you arrive. Wait times are dependent on the volume of appointments.

ALL PAPERWORK should be returned to **AMBER STEPHENS (OFFICE ADMIN STAFF)** by any of these methods:

1. A sealed envelope to the church office dropbox
2. Completed/scanned to [childrensadmin@etownbic.org](mailto:childrensadmin@etownbic.org)
3. Mailed to EBIC Elizabethtown BIC Church, 996 E High St, Elizabethtown PA 17022

QUESTIONS? Call or email the church office at 717.367.2651 | [office@etownbic.org](mailto:office@etownbic.org)