

# *Strinestown Community Fire Company*



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[www.strinestownfire.com](http://www.strinestownfire.com)

## **Background Check Instructions**

### ***PA Criminal History Clearance*** (Free for Volunteers)

- Go to <https://epatch.state.pa.us/> and select “**New Record Check (Volunteers Only)**” located in the center of the webpage, to initiate the application.
- Read and accept the *Terms and Conditions* by checking the box at the bottom indicating that you are making this request as an unpaid volunteer and hit **accept**.
- Complete the personal information form and select “**Next**”.
- Confirm information and choose “**Proceed**” when satisfied.
- Complete the Record Check Request Form and select “**Enter This Request**”. Choose “**Finished**” to submit.
- Once the application is submitted, make sure to save the Request Date and the Control Number that is provided. This information is needed for retrieving the clearance in the future and should be stored in your personal records.

**Once the application has been submitted, results will be returned in one of two methods:**

**Method 1:** Results posted immediately online.

- Once the application has been submitted, if the status states “**No Record**” your results have been completed and are posted online. To print a copy of the results, click on the link under the control number, click on “**Certification Form**” and print it.

**Method 2: Results not posted immediately.**

- Once the application has been submitted, if the status states “**Request Under Review,**” your results are still being processed and will take 2 to 4 weeks to be returned. Results can be listed as under review for a variety of reasons: a common name, previous criminal history, etc.
- To monitor the status of your request, go to <http://epatch.state.pa.us/> and select, “**Check the status of a Record Check.**” You will need the Control Number, First Name, Last Name, Date of Request (please note this information must be entered exactly as you did on your original application).
- If results indicate “**No Record,**” proceed as indicated in Method 1 above. If results indicate “**Record,**” your Act 34 clearance will be mailed to the address you provided.

## ***PA Child Abuse Clearance*** (free for volunteers)

- Go to <https://www.compass.state.pa.us/cwis> and select "**Create Individual Account**"
- Create a Keystone ID account.
- Once created, you will receive an email confirmation and temporary password. You must wait until you receive this information before moving forward with your application.
- Click on the **Child Welfare Portal** link within your email or return to <https://www.compass.state.pa.us/cwis>
- Select "**Individual Login**"
- Select "**Access My Clearances**"
- Select "**Continue**" after scrolling down to the bottom of the page.
- Re-enter your Keystone ID and temporary password; you will be prompted to create a permanent password.
- Once your permanent password is created, you will be redirected back to the login page; enter your new password and Keystone ID.
- Agree to the Terms and Conditions.
- Scroll to the bottom of the page and click "**Continue**"
- Select "**Create Clearance Application**"
- Follow the instructions outlined on the website to complete the application. Use "**Volunteers Having Contact with Children**" as your application purpose.
- Select "**Finalize and Submit Application**"
- You will receive a confirmation email once your application has been successfully submitted (save this confirmation email for your personal records as proof of submission)
- The PA Department of Human Services will process your application and you will receive an email notification of the outcome within 14 days. You can review the submitted application at any time through your Child Welfare Account login.
- Once you receive an email of your results, print a copy.

## ***FBI Criminal History Record Clearance (Fee)***

**ONLY REQUIRED FOR APPLICANTS WHO HAVE LIVED OUTSIDE OF PA WITHIN THE LAST 10 YEARS.**

- It is important to note that the FBI clearance is a fingerprint-based background check that is a **multi-step process**. You must complete the application and complete the fingerprinting process.
- You must register **prior** to going to the fingerprinting site.
- Go to [www.pa.cogentid.com](http://www.pa.cogentid.com)
- Select "Department of Human Services (DHS)" on the main page.
- Select "Register Online" under the registration section.
- You have the choice to pay the fee online using a debit or credit card or at the fingerprinting site using money order or cashier's check made payable to "3M Cogent". No cash or personal checks will be accepted.
- The "Reason Fingerprinted" is "Employment with a Significant Likelihood of Regular Contact with Children".
- Once registration is completed, print the "ticket" and proceed to the fingerprinting site of your choice for fingerprinting.
- The locations and hours of operation can be found by clicking on "Find a Fingerprint Location" under the "Useful Links" on the main page of the website.
- You will need to take a state or federal photo ID to the Fingerprinting site.
- All ten fingers will be scanned and transmitted to the FBI. The process should take no longer than 5 minutes.
- The Department of Human Services will receive the Federal Criminal History Record from the FBI and return the record to you via mail within 10 days.
- If you do not receive your results within 10 days, contact the Department of Human Services at 717-783-6211.
- Once you receive this record, make a copy for your application.