PENNSYLVANIA CLEARANCES

A STEP-BY-STEP GUIDE

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Welcome to the HKRS Team

We are thrilled that you are taking the next step in your HKRS journey! Background checks are a crucial part in the process of becoming or continuing to be a Community Coordinator, as safety is one of our primary goals here at HKRS.

Pennsylvania requires the completion of three background clearances for all individuals working and having contact with children in the state. Pennsylvania Guidelines require that background checks be renewed every 60 months (five years). We appreciate you taking the time to complete each clearance in which by doing so further ensures the safety of the kids in our program. We strive to keep our kids safe and get them up, active, and healthy! Thank you for representing our mission and being a part of our team!

In this document you will find detailed directions for how to complete each clearance. By clicking on the Table of Contents above, you will be able to jump to the beginning of each section of your choosing. If you are still having trouble with anything, please reach out to your Program Manager and we will be happy to assist you!

Healthy Wishes,

The HKRS Team

> **Please visit**
> **https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/default.aspx to see links/details for all three clearances**

How to Complete the PA State Police Criminal Clearance

Step 1 – Visit https://epatch.state.pa.us/Home.jsp

Step 2 – Select "Submit a New Record Check"

NOTE: Please DO NOT select the "Volunteers only" option. HKRS considers you an independent contractor, so you are therefore not considered a volunteer
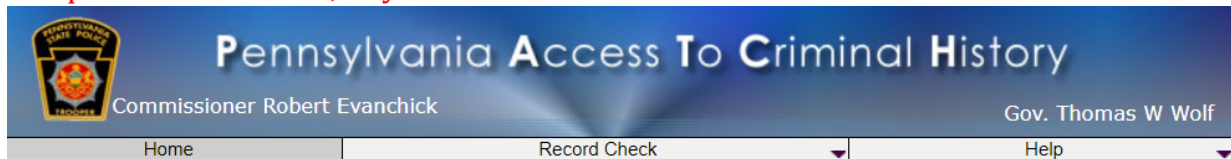
Step 3 – Read over the "Terms and Conditions for the use of PATCH" and scroll to the bottom to hit the "Accept" button when you are ready.

Step 4 – Requestor Details – Select "Individual Request" and hit continue

Home	Record Check ▼	Help ▼

Requestor Details

⦿ Individual Request

An Individual Request is to be used by an individual who is requesting and paying for the Criminal History Record Check. The PATCH certification letter will show the individual as the requestor of the Criminal History Record Check.

○ Company Request

A Company Request is to be used by a business or organization that is requesting and paying for the Criminal History Record Check. The PATCH certification letter will show the company as the requestor of the Criminal History Record Check.

CONTINUE

Please select Individual or Company Request

Step 5 – Requestor Information – Fill out required information. Please use your personal home address and email address. For "Reason For Request" Please select "Employment" from the drop down list of options. Then, hit "Next."

Home	Record Check ▼	Help ▼

Requestor Information

*Please fill in the following form. Fields marked with an * are required.*

The system has been updated to allow the requestor to add an email address. When an email address is entered an email confirming that the request was received by the Pennsylvania State Police will be sent. Another email will be sent when the request is completed.

Once this step is completed, information regarding the individual for which you are performing a background check will be gathered. Each background check performed will cost $ 22.00 dollars. After entering the background checks, you will be required to enter a valid credit card, which will be charged $ 22.00 dollars for each individual on which you are performing a background check.

Reason For Request:	Employment ▼	*
First Name:		*
Middle Name:		
Last Name:		*
Address Line 1:		*
Address Line 2:		
City:		*
State:	-- Select a State -- ▼	*
Zip:		*
Country:	UNITED STATES ▼	
Email Addr:		
Confirm Email Addr:		
Phone Number:		*

Cancel   Next >

Step 6 – Record Check Request Form – Fill out all information and then click "Enter This Request."

NOTE: If you give your SSN your clearance will come back much quicker, but this is not required.**

Home	Record Check ▼	Help ▼

Record Check Request Form

*Please enter as much information as possible for the individual you would like to perform a background check on. First and middle names may **NOT** contain numbers, hyphens, apostrophes, dashes, or any other non-alphabetic characters. Last names may contain dashes. Fields marked with an * are required. To submit multiple requests, click the "Add Request" button. When finished entering requests, click the "Finished" button.*

First Name: [   ] *

Middle Name: [   ]

Last Name: [   ] *

Suffix: [   ]

Identity Theft #: [   ]

Social Security #: [   ] (xxxxxxxxx) (Highly recommended)

Date of Birth: [   ] / [   ] / [   ] (mm/dd/yyyy) *

Sex: Unknown ▾

Race: Unknown ▾

Aliases and/or Maiden Name

	First	Middle	Last/Maiden
Alias 1	[ ]	[ ]	[ ]
Alias 2	[ ]	[ ]	[ ]
Alias 3	[ ]	[ ]	[ ]
Alias 4	[ ]	[ ]	[ ]

[Enter This Request] [Cancel]

Step 7 – The same page will pop up. Scroll back to bottom and click "Finished." There should be 1 Queued Record Check Request.

Aliases and/or Maiden Name

	First	Middle	Last/Maiden
Alias 1			
Alias 2			
Alias 3			
Alias 4			

Enter This Request

View Queued Record Check Requests(1)

Finished   Cancel

Step 8 –

Record Check Request Review- Review your request, and then hit "Submit."

Home	Record Check	Help

Record Check Request Review

Please review the following background check requests. Click on the hyperlink in the subject name column to modify that request. To add more background check requests, click the "Add Request" button. Once all the information is correct, click the "Submit" button to process your request.

The total charge for processing this request will be **$ 22.00**. Once the "Submit" button is clicked, you will need to enter your credit card information.

Request Queue					
Subject Name	**Identity Theft #**	**SSN**	**Date of Birth**	**Race**	**Sex**
████ ████			████	█	█
One item found.					1

Payment method: Credit Card Only!

Add Request   Cancel   Submit

Step 9 – Request Checkout – Click "Checkout" when you are ready.

Home	Record Check	Help

Request Checkout

Click on "Checkout" button to navigate to a secure gateway payment page where you will need to enter your credit card information. The total charge for processing this request will be **$ 22.00**. The charge will show as PA BACKGROUND CHECK on the credit card statement. Please do not refresh the web page or browser on checkout.

Checkout   Cancel

Step 10 – Enter your card information and pay the $22.00.

NOTE: Remember background checks and the security deposit are the ONLY two things coordinators are required to pay for out of pocket

Step 11 – Record Check Details –Typically, you will receive your results back immediately. Click on the "Certification Form" to retrieve your clearance. Please email the Program Manager your clearance. If you do not receive results back immediately, make note of the control number.

Step 12 – Once you have your control number you can go back and check the status of your clearance by clicking "Check the status of a Record Check." Once, you finally have received your results please email it to your Program Manager.

How to Complete the Child Abuse Clearance

Step 1 – Use the link https://www.compass.state.pa.us/cwis/public/home

Step 2 – Click "Create Individual Account."

Step 3 – The next page that will come up that says, "Create Keystone ID: General Information." ****NOTE: The "Keystone ID" is NOT the code that was provided to you when you created the Background Manager profile, it is a username, you create, for you to be able to log-in to the Child Welfare site.****

Click "Next" in bottom right corner.

Step 4 – The next page – tells you to check your email you just used on the previous page for your temporary password.

Close browser and check your email, you should have received 2 emails from: automatedDONOTREPLY@pa.gov - one email with your Keystone ID and the other with your temporary password

Step 5 - Now go back to the first site - https://www.compass.state.pa.us/cwis/public/home and click on "Individual Login" this time

Step 6 - Next page – click on "Access My Clearances"

Step 7 - Next page – in bottom right corner, click "Continue," after reading through information.

Step 8 - Next page – this is where you log-in with the Keystone ID that you created and the temporary password that was emailed to you.

NOTE: The temporary password is case-sensitive

Step 9 - Next page – please set a personal password following the password requirements, then click "Submit."

Step 10 - Next page – Click on button "Close Window," this will take you back, to the log-in page. Here you will log-in using your Keystone ID and the personal password you just created.

Once logged-in you will need to verify that you read and fully understand and agree to the terms and conditions of this site. Then click "Next."

NOTE: This site can run very slow, be patient

Step 11 - Next page – read through information, click "Continue."

Step 12 - Next page – click on "Create Clearance Application."

Step 13- Next page – read through information and click "Begin."

Step 14 - Next page – "Application Purpose"

Click on the 8ᵗʰ option, "Individual 14 years of age or older who is applying for or holding a paid position as an employee with a program, activity or service, as a person responsible for the child's welfare or having direct contact with children…"

Here is what you select:

○ Individual 14 years of age or older who is applying for or holding a paid position as an employee with a program, activity or service, as a person responsible for the child's welfare or having direct contact with children: Applying as an employee who is responsible for the child's welfare or having direct contact (providing care, supervision, guidance or control to children or having routine interaction with children) in any of the following in which children participate and which is sponsored by a school or a public or private organization:
  - A youth camp or program;
  - A recreational camp or program;
  - A sports or athletic program;
  - A community or social outreach program;
  - An enrichment or educational program; and
  - A troop, club or similar organization

Step 15 - Next page – some of your information pre-fills in, make sure it's correct. Please fill in your middle name, if you have one, and your gender. Scroll down and enter in your social security number, if you choose to.

NOTE: If you give your SSN your clearance will come back much quicker, but this is not required.

Add any previous names you were identified by in the past. Add a contact number, not required. Click "Next."

Step 16 - Next page – fill in your current home address. Answer the following questions. **IMPORTANT**: Choose to have the certificate mailed out to you. Having a hard copy will ensure that you have proof of the clearance.

Certificate Delivery Method

Your clearance certificate will be available from your PA Child Abuse History Clearance Account. You have the ability to save and print your electronic certificate and use it as valid proof of clearance.

> **Note**
> The certificate will only be mailed to you if you select Yes below.

Would you also like to have a paper version of the certificate sent to your home or mailing address? (required)

◉ Yes ○ No

Step 17 - Next page – add any previous address(es) that would be attached to your name going back to 1975. Click "Next"

Step 18 - Next page – add anyone you have lived with since 1975. You will need to add, at least, one parent or legal guardian, even if they have passed on. Click "Next"

Step 19 - Next page – skim through all information to make sure you entered everything correctly. Click "Next."

Application Summary

Below is a summary of the information you have entered so far. Please check your information for accuracy. If your information is not correct or needs to be updated, please click the edit button in the heading of the section that you would like to update and modify it as necessary.

COLLAPSE ALL

Application Purpose	EDIT —
Application Purpose	Individual 14 years of age or older who is Applying for or Holding a Paid Position as an Employee with a Program, Activity or Service, as a Person Responsible for the Child's Welfare or having Direct Contact with Children

Step 20 - Next page – click the box to certify all information is accurate. Type in your first and last name as your electronic signature. Click "Next."

Step 21 - Next page – Choose "No" when asked "Did an organization provide a code for your application?" Then click "MAKE A PAYMENT."

Application Payment

Did an organization provide a code for your application? (required) ?

○ Yes ● No

To submit a payment for your application, please click the 'Make A Payment' button at the bottom of this page.

If your application times out during your payment submission, it will be saved to your PA Child Abuse History Clearance Account where you may quickly retrieve and submit it.

When you select the 'Make a Payment' button, you will be navigated to a **secured external site** to submit your payment. Once your payment is received, your application will be submitted and you will be directed to the Submission Confirmation page.

❮ PREVIOUS   MAKE A PAYMENT ❯

Step 22 – Enter in card information. The cost will be $13.00.
NOTE: Remember background checks and the security deposit are the ONLY two things coordinators are required to pay for out of pocket**

PA.GOV

CWIS pennsylvania
CHILD WELFARE INFORMATION SOLUTION

Review Your Order

e-Clearance ID:

Total Amount: USD   **13.00**

« Return to CWIS Citizen

Step 22 – Receive confirmation that the Child Abuse Clearance has been completed. Once your results are processed you will receive an email letting you know that they are available and from there you will want to log back into the site to be able to download your clearance.

If you chose to have it mailed to you, you will get these results in the mail in 5-7 business days from the time of completion after processing.

Submission Confirmation

Success.
Your application **(e-Clearance ID: 000004447345)** has been successfully submitted!

Next Steps

Thank you for your submission. Please check your email for a confirmation notification that you may save for your own records. If you do not receive an email confirmation, contact ChildLine and Abuse Registry's Child Abuse History Clearance Unit at 1-877-371-5422.

You may view or check the status of your application from your PA Child Abuse History Clearance Account at any time. Once your application has been processed, you will receive a notification via email to log in to your account and view the outcome/result of the application.

You can also log into your account at any time from the Child Welfare Portal homepage.

Now that you have submitted your application, what would you like to do?

| LOG OUT | GO TO PA CHILD ABUSE HISTORY CLEARANCE ACCOUNT | SUBMIT ANOTHER CLEARANCE APPLICATION |

Step 23 – Once you receive your clearance, please email the clearance to your Program Manager.

How To Complete the FBI Clearance

Step 1 – Go to uenroll.identogo.com.

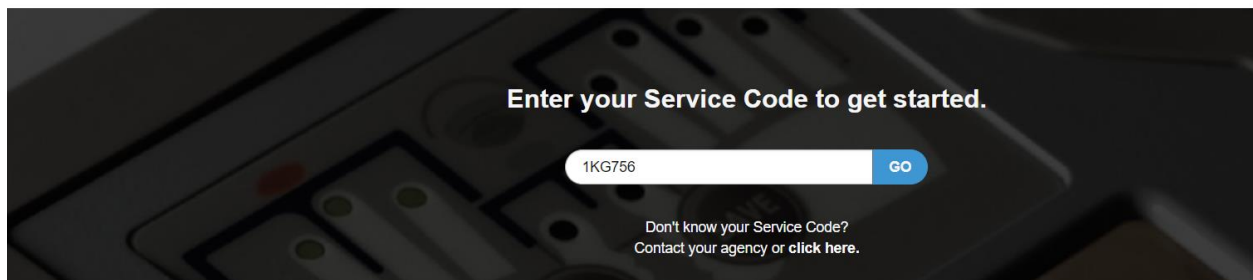**Step 2 –** Enter in the employee service code: 1KG756

1KG756	Employee >=14 Years Contact w/ Children	An employee age 14 or older who would not fall under the child care services/program employee or contractor definition, and who has care, supervision, guidance or control of children or routine interaction with children.	Department of Human Services

Step 3 – Click "Schedule or Manage Appointment."

Step 4 – Enter in your essential information.

Step 5 – Enter in employer information (see correct information below for Healthy Kids Running Series).

Essential Info ‹ Employer

Please enter your employer information below. Then click 'Next' to continue or 'Cancel' to exit.

Employer Information

Employer Name

Healthy Kids Running Series

Country

United States ▾

Address Line 1

383 Brinton Lake Road, STE 1

Address Line 2

City

Thornton

State/Province   **Postal Code**

Pennsylvania ▾   19373

Step 6 – Enter your citizenship information.

Step 7 – Fill out personal questions and personal information.

NOTE: There is NO authorization code for fingerprints

* Do you have an Authorization Code (Coupon Code) that you will be using as a method of payment?
NOTE: Please have Authorization Code available to enter on the website later in the scheduling process.

○ Yes   ● No

Step 8 – Fill out address.

Step 9 – Select a document to bring with you to your appointment from the dropdown list.

Step 10 – Find a location near you by entering in your zip, city, or state.

Step 11 – Pick a location and set up a time that works for you.

Step 12 – Go to your scheduled appointment.

NOTE: Be prepared to pay $23.85 at your appointment (Remember background checks and the security deposit are the ONLY two things coordinators are required to pay for out of pocket)

Service Details:	
Date:	08/08/2019
UE ID:	UZSV-2VF612
Applicant:	Alexa DiGregorio
Service:	1KG756 - DHS-Employee >=14 Years Contact w/ Children
Estimated Amount Due:	$23.85

We accept the following methods of payment:
Authorization Code, Business Check, Money Order, Credit Card   VISA MasterCard DISCOVER [AMEX]

Step 13 – When you receive your results in the mail please, email the clearance to your Program Manager.