Instructions for Obtaining Clearances

PA Child Abuse History Clearance ($13.00; free for volunteers):

https://www.compass.state.pa.us/cwis/public/home

Choose Create an Individual Account. After an account has been established, you can apply for your clearance. Choose Create a Clearance Application. You'll need ALL of your previous addresses AND the names of individuals who lived in the same household with you, so be sure to have this information ready, along with a credit card. From here, you'll be able to create and print your clearance. This will take approximately 10 minutes. Be sure to make a note of your user name and password, so that you can return to the site and reprint it, or reapply for your clearance. Please provide the Library with your clearance.

PA State Police Background Check ($22.00; free for volunteers): https://epatch.state.pa.us

Choose Submit a New Record Check. You'll be required to answer a series of questions. Enter the credit card information, and click Submit. If there is no record, you'll see the results immediately and have an opportunity to print the page. **Be sure to print or save this page, as you cannot return later to print it.** If there is a record, the results will be labeled Under Review, and will be mailed to you in 2 to 3 weeks. Please provide the Library with your clearance.

FBI Fingerprint Background Check ($23.85): https://www.identogo.com/services/live-scan-fingerprinting

Type your zip code in Find an IndentoGO Center on the right side of the site and hit Enter. A list of centers will appear on the right, in order by nearest locations. (The IU7 on Donohoe Road in Greensburg is an IndentoGO Center.) Select a location with convenient hours and click Schedule Appointment. Select Digital Fingerprinting, and on the next screen, enter **service code 1KG756**. Complete the form, answering all required questions. If you have used any other names (including your maiden name) answer Yes to the question Do You Have an Alias? and provide this information. You'll be asked to choose a document to bring to your enrollment appointment (i.e., a driver's license issued by a state). At the end, you'll be asked to enter your zip code. Another list of locations will appear. Select your desired location, then click Next. Choose a date and time for your enrollment appointment, then click Submit. A confirmation page will appear — click Print Status to print the page. Click Done. You must bring the confirmation page, the required document, and a credit card with you to your appointment (no cash or personal checks accepted). Your photograph will be taken at the IndentoGO Center. A report will be mailed to you. Please provide the Library with your report. Volunteers may submit a signed *Volunteer Request for Waiver* if all requirements are met.

Next, take the online course *Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania* (free): www.ReportAbusePa.Pitt.edu

You'll need to create a username and password to take the course, which is timed and approximately 3 hours long, followed by a short evaluation and a certificate of completion. The course does not need to be completed in one sitting. Since you will not be applying for/renewing a license, click No for this question. Be sure to print your certificate and provide it to the Library.

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