

## Directions for Safe Sanctuary Clearances: 2 PA and 1 FBI fingerprints (or affidavit, if you have lived in PA for more than 10 years.)

Thank you for serving in ministry at Fishburn Church. We are so blessed that you are a part of our team. In order to keep our children safe and comply with state regulations, we need you to provide the church with a copy of the following clearances. Again, THANK YOU!

### 1. PENNSYLVANIA STATE POLICE CRIMINAL HISTORY REPORT

- a. Go to <https://epatch.state.pa.us>
- b. Click on New Record Check (volunteers)
  - i. Currently there is **no charge** for volunteers.
- c. If no criminal record, clearance will be generated immediately, AND THEN PRINT
- d. Please print a copy and provide to the church office.

### 2. PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

- a. Go to [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis)
- b. Click on Create a Individual Account
  - i. Follow the instructions
  - ii. Currently there is **no charge** for volunteers.
- c. When the clearance is complete you will receive an email with a link.
  - i. Click on the link provided
  - ii. Follow the instructions
  - iii. Print your certificate and you may save the PDF
  - iv. It may take a few days for the clearance to be complete.
- d. Provide a copy of the clearance to the church office.

### \*FBI Criminal History Report

- <https://www.pa.cogentid.com>
- Click on the Dept. of Human Services
- Follow instructions
- \$27.50 fee paid by credit card (if you cannot do this, make an appointment with John, come into the office during hours) **\*see bold note below**
- Go to location to have fingerprints done
- Receive report in the mail
- Show original to church, they will make a copy, initial and date by person who vies the clearance)

**\*If you have lived in PA for more than 10 years, you may fill out a United Methodist Affidavit, have it notarized, and give to John Hendrickson in the office. (The church will almost always have a notary available.)**