

PA STATE POLICE BACKGROUND CHECK (PATCH) - INSTRUCTIONS

- Visit the [Pennsylvania State Police background check](#) website.
- Select **“New Record Check (volunteers only)”** – This clearance will be FREE-OF-COST.
- On the next page, read and agree to the *Terms & Conditions* and click **“Accept”**.
- On the following page, fill in your personal information.
 - Please list **“Vetri Community Partnership”** as the ***Volunteer Organization Name***.
 - Please list **215-600-2630** as the ***Volunteer Organization Telephone Number***.
 - Please fill in your own personal information for the remainder of the page and click **“Next”**.
- On the next page, select **“Proceed”**.
 - You will then need to enter additional personal information (the red asterisks indicates required information).
 - Click **“Enter This Request”**, and wait for the page to refresh.
- On the new screen, click the blue **“View Queued Record Check Requests”** link at the bottom of the page – **YOU DO NOT NEED TO RE-ENTER YOUR INFORMATION!**
- On the next page, click **“Submit”** button.
 - The record will process right away.
- Once the status bar is completed, **click on the blue link under “Control #” in the small table.**
- On the next page, click the blue **“Certification Form”** link.
 - This will open your record in a new window.
- In the new window, click on the blue **“Save”** button. This should automatically download your record as a PDF file.

***The saved PDF OR a printed copy must be submitted to our volunteer coordinator, either at your volunteer orientation session or by email at volunteer@vetricommunity.org. We also recommend saving a copy for your records.**

PA CHILD ABUSE HISTORY CLEARANCE - INSTRUCTIONS

- Visit the PA Child Abuse History Clearance website.
<https://www.compass.state.pa.us/cwis/public/home>
- On the “**Child Welfare Portal**” select “**Create Individual Account.**”
- Select “**Next**” on the following page to begin creating an account. **SAVE ALL ACCOUNT INFORMATION – you will need it to access your record!**
- Create a profile and submit; **a temporary password will be emailed to you.**
- Close the window, and revisit the [PA Child Abuse History Clearance website](#).
 - This time, select “**Individual Login**” and on the next page, select “**Access My Clearances**”.
- Read the information on the following page and select “**Continue**” at the bottom.
- Using the **KeystoneID you created** and the **temporary password from the email**, login to your new account.
- You can then choose to **answer your established security questions or receive a security code via email.**
- Select “**Start**” on either option, and complete the next page.
- On the follow page, **select which type of device you are using (public or private).**
- On the next page, **create your own account password and click “Submit”.**
- Click the “**Close Window**” button, which **will bring you back to the login page.**
- Using the **same KeystoneID** and your **NEW password**, log back into your account.
- Read and agree to the Terms & Conditions, and select “**Next**”.
- On the next page, scroll to the bottom and click “**Continue**”.
- Select “**Create Clearance Application**”, read the next page, and click “**Begin**”.

- For “**Application Purpose**” be sure to select “**Volunteer having contact with children...**”.
- Enter “**Other**” under “**Volunteer Category**” and “**Vetri Community Partnership**” under “**Agency**”.
- Click “**Next**”.
- **Complete Part 1** by entering your **personal information**.
- **Complete Part 2** with an **e-signature**, and select “**No**” when asked for an authorization code. *There will be an \$8 charge if you have already applied for this clearance in the past 57 months.*

TO ACCESS YOUR RECORD: Return to the PA Child Abuse History Clearance website and select “**Individual Login**” and then “**Access My Clearances**”. Under “**Status of Submitted Applications**” click “**View the Result**” in the green box. Your record should automatically be downloaded as a pdf file. The saved pdf OR a printed copy must be submitted to our volunteer coordinator, either at your volunteer orientation session or by email at volunteer@vetricommunity.org.

FBI FINGERPRINTING CLEARANCE - INSTRUCTIONS

- Visit the [IdentoGO Fingerprinting](#) webpage.
- In the **“Service Code”** text box, enter the code **1KG6Y3**.
 - This is the code for Dept. of Education volunteers in the state of Pennsylvania.
 - Click **“Go”**.
- On the next page, select **“Schedule or Manage Appointment”** and agree to the listed acknowledgements.
- Click **“Next”** and fill in your information on the following page.
- Click **“Next”** and create a security question and answer on the next page. **SAVE THIS INFORMATION – you will need it to access your record!**
- Click **“Next”** and enter your citizenship information.
- On the next page, answer the question relating to personal information.
 - Please select **“No”** when asked for an Authorization Code.
- Move to the next pages and continue to enter your personal information and address.
- On the page titled **“Documents”**, select the form of ID that **you would prefer to show at your appointment**.
 - For most, this will be **“Commercial Driver’s License issued by a State or outlying possession of the U.S.”**
- On the next page, enter **your zip code** to search for a convenient fingerprinting location.

- Click on the location you'd like to visit, and click the **"Next"** button listed directly under your location. Choose a convenient date and time, and click **"Submit"**.
- We suggest printing the confirmation page for your records. You will need to **pay by credit card** at the time of your appointment – the approximate fee is **\$22.60**.
- **TO ACCESS YOUR RECORD:** Approximately **1-10 days after your appointment**, you will receive an email from *PASafeCheck* with a link to access your record.
 - Follow the link and enter the necessary security information to view the unofficial copy of your record.

****This is the correct record for our files.** You will be able to save the document as a PDF file. **The saved record OR a printed copy MUST be submitted to our volunteer coordinator, either at your volunteer orientation session or by email at volunteer@vetricommunity.org.**
- **PLEASE NOTE:** **the link in you are emailed will only allow you to access your record ONCE.** After this time, you can visit the [IdentoGO Fingerprinting](#) webpage and select "Check the Status of Your Service". You will need to enter the **UEID** provided in the PASafeCheck email to access the status of your official record. This record can take up to 3 months to be processed. Please see below for necessary **"interim affidavit"** information.

****INTERIM AFFIDAVIT:** In the event that your fingerprint record is not available prior to the start of your volunteer service, we ask that you please sign a [Background Affirmation Statement](#) and submit the invoice from your fingerprinting appointment. This affidavit will allow you to volunteer in Vetri Community Partnership programs for up to 90 days while your FBI fingerprint record is prepared.