

How to Complete Your Clearances

Please use the following steps to help complete the two (2) Pennsylvania Clearances that are required. Thank you in advance!

A. State Criminal History (PA State Police)

1. Go to <https://epatch.state.pa.us>
2. Click on "New Record Check (Volunteers Only)"
3. Review and Accept Volunteer Acknowledgement Section
4. List "Hope Community Church" as the Organization Name
5. Complete Personal Information
6. Complete Record Check Request Form then select "Enter This Request"
7. Click "Finished" unless submitting a Record Check Request for more than one person (you do not need to re-enter information)
8. Review request then click "Submit"
9. When Record Check Request Results show, record the Control Number for your records (i.e. R12345678)
10. Then click on the Control Number in blue and Record Check Details will be shown – Print this page for your records
11. Click on "Certification Form" to view and print "Response for Criminal Record Check" form
12. Click "Save" then open the file on your computer to be sure it saved properly
13. Email this document to clearances@hope-cc.org

B. PA Child Abuse Clearance

1. Go to <https://www.compass.state.pa.us/cwis/public/home>
2. Create Individual Account unless you already have a login
3. Create a new Keystone ID (a user name that you will remember)
4. Follow Step-by-Step instructions
5. Click "Login"
6. Click "Create Clearance Application"
7. Click "Login"
8. Application Purpose - "Regular Contact with Child"
9. Follow Step-by-Step Instructions (Note: If you live in King of Prussia, the "city" is Upper Merion)
10. Results can take up to 14 business days
11. Save the PDF to your computer and email to clearances@hope-cc.org