Instructions for Obtaining and Submitting Background Check Reports Volunteers

***Please note that you will need a printer to complete this process.***

1. **PA Criminal Record Check ($0):**
   - Registration Site: [https://epatch.state.pa.us/Home.jsp](https://epatch.state.pa.us/Home.jsp)
     - Click on “New Record Check (Volunteers Only)”
     - After reading the information, if all is true, check the box and click “Accept”
   - Fill in the required information (information about the organization)
   - Click proceed
   - Fill in the required information again (information about the person being checked)
   - Clicked Finished
   - Click Submit
   - Click on the Control Number (R####)
   - Click “Certification Form” to print results (immediately if no record reported, within 21 days if record reported)

2. **PA Child Abuse Check ($0):**
   - Registration Site: [https://www.compass.state.pa.us/cwis/public/home](https://www.compass.state.pa.us/cwis/public/home)
     - Select “Create a New Account” (if first time doing clearances online) or Login
       - You will select your own personal Keystone ID (e.g. kheasley01)
       - Once you submit your information, you will receive a temporary password via email
     - Select “Log-in” and use your Keystone ID and temporary password
     - Create your permanent password
     - Once you are logged in with your permanent password, review the disclosures (follow prompts) and select “Create Clearance Application”
     - Under Application Purpose select “Volunteer Having Contact with Children”
     - Select “Other” and fill in the agency name (e.g. Saint Joseph's University)
     - Follow the prompts to complete the application
     - Select “No” for “Did the organization you are volunteering for provide a code for your application? A code is not required to submit your application.”
   - Click on “Submit Application”
   - Print results online (you will receive an email notice when the background check is finished processing, it can take up to ~14 business days)

3. **FBI Fingerprint Check ($25.75 effective 02/15):**
   - Registration Site: [https://www.pa.cogentid.com//index_dpw.htm](https://www.pa.cogentid.com//index_dpw.htm)
     - Under Registration, select “Register Online”
     - If you are out of state and will not be able to get your fingerprints done at a Cogent site, click the “Fingerprint Card User” box
     - Skip the agency information

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For Reason Fingerprinted, select “Employment with a significant likelihood of regular contact with children”
- Complete the remaining information
- Print registration receipt (starts with PAD)
- Get your fingerprints taken (you will need your registration receipt and proper ID):
  - Cogent facilities and hours ([https://www.pa.cogentid.com/index_dpw.htm](https://www.pa.cogentid.com/index_dpw.htm) under Print Site Locations) *
  - *If you are near campus it is easiest to go to The UPS Store #3354, 333 East Lancaster Avenue, Wynnewood, PA 19096 (in the Whole Foods Plaza). No appointment is necessary and they offer fingerprinting services on Monday-Friday from 10am-6pm and Saturday from 10am-4pm.
- Results will be mailed directly to the mailing address you provided (after you have your fingerprints taken, typically takes about 2 weeks)

4. Submitting Your Background Check Reports
- Deliver your three (3) completed background check reports to your program administrator/leader prior to the start of the program.