

Below are the instructions for updating or obtaining your PA Criminal Record Check and PA Child Abuse History Clearance (Please note; photocopies are not acceptable – you must bring original documents to the Church office). The church has set some funds aside to cover these costs and we will reimburse you.

1. Pennsylvania State Police Request for Criminal History Record Check (\$10.00) The quickest way to process this clearance is to log on to <https://epatch.state.pa.us> and use your credit card. In most cases, you should receive instantaneous results if no record exists. If you do not have access to a computer, you should complete and mail the “Pennsylvania State Police Request for Criminal Record Check” to the Pennsylvania State Police at the address listed on the right side of the form with a \$10.00 money order. [Please note that requesting this clearance by mail will result in a significant delay – up to six to eight weeks. Therefore, it is recommended that you utilize the online request process.] If you are utilizing the “paper process,” please call or stop by the church office. You will receive a response from the state with the results of your request either from your on-line request (you will have immediately) or they will mail to you if you mailed in your request.

2. The next clearance needed is the PA Child Abuse History Clearance. You can either mail in this form (see #3 below) or you can now do on line (see #4 below).

3. If you mail in this form, here are the directions: Upon receiving the “Response for Criminal Record Check” you will need to then fill out a Child Abuse History Clearance Form. This form cannot be filled out on line – you can print the form by going to www.dpw.state.pa.us or you can obtain one from the office. Clip your Response for Criminal Record Check to the PA Child Abuse History Clearance form, enclose a Money Order for \$10.00, and mail to Childline and Abuse Registry, Dept. of Public Welfare, PO Box 8170, Harrisburg, PA 17105-8170.

4. **IMPORTANT** – You now have the option of doing the Child Abuse Clearance Request on-line. Go to www.compass.state.pa.us/cwis. Again, the cost is \$10.00 and you can pay by credit card. Be sure to ask them to mail a paper copy to your home address – you will be given this option.