

## **ECHOS Winter Shelter Obtaining Volunteer Background Clearances**

To be updated every 5 years

### **1. Child Abuse History Clearance:**

Go to <https://www.compass.state.pa.us/cwis>

- Create a New Account (create a Keystone ID and a password)
- When you get your Keystone ID and password, enter the site again and “create a clearance application.”
- You will need to have the addresses where you have previously lived (since 1975) and the people (including deceased members) who lived with you.
- Make sure you check “Volunteer” to ensure your background check is free.
- After you enter your information and sent it, you will be able to check you results. Please print out the certificate and bring it to the training or send/bring it to our office at 61 E. Washington St., Etown so we can keep a copy on file.

### **2. PA State Police Criminal Record Check:**

Go to <https://epatch.state.pa.us/Home.jsp>

- Click on “Submit a New Record Check”
- Click “Accept”
- Fill in your information on the first screen and be sure to click “Volunteer” for your reason for request. (This will ensure your background check is free.)
- Click proceed and fill in the other requested information. *You will get your results instantly.* Make sure you print the certificate and bring it to the training or send/bring it to our office at 61 E. Washington St., Etown so we can keep a copy on file.

### **3. FBI Clearances:** *If you have not lived in Pennsylvania for over 10 years, you will need to be fingerprinted. There is a \$23.85 charge for this service.*

Go to the Identogo website [www.identogo.com](http://www.identogo.com)

- Click “Get Fingerprinted” link
- You will need the code “1KG6ZJ”
- Follow prompts to get an appointment time at the Elizabethtown Public Library (10 S. Market St., Etown)
- Print the confirmation page and take it to your appointment at the Library (appointments are recommended, walk ins are allowed)

*If you have lived in Pennsylvania during the past 10 years, you need to sign an Affidavit affirming that you have no charges in other states that would prohibit you from volunteering. Contact the Winter Shelter Volunteer Coordinator at [volunteer@echoslanaster.org](mailto:volunteer@echoslanaster.org) for this form.*

\*If you have questions about clearances, contact the Winter Shelter Volunteer Coordinator, at 717-696-8823.