

How to Obtain Clearances

If you do not already have current clearances, please follow the instructions in #1, #2 and #3, and, if necessary, #4.

- Volunteer involvement will begin after the required clearances have been submitted to the office.
 - Clearances must be dated within 57 months when submitted and renewed every 60 months as mandated by the state.
 - Clearances already on file at the school must be renewed before they expire at 60 months from the date on the clearance.
- 1. PA Criminal History Record Check** *(must be dated within 57 month or request a new check)*
 - Go to: <https://epatch.state.pa.us/Home.jsp>
 - **Volunteers (only)** may select New Record Check. Persons who are not volunteering but are submitting a clearance for any other reason will select: [Submit a New Record Check](#) (requires a credit card)
 - Enter all Required Information Fields
 - Print out and submit a hard copy to Mrs. Zuleta in the school office or send a pdf. to her at zuletae@lancastermennonite.org
 - 2. PA Child Abuse History Clearance** *(must be dated within 57 month or request a new check)*
 - Request the clearance at this link: <https://www.compass.state.pa.us/CWIS>
 - This site, the PA Child Welfare Portal, requires you to create an account in order to request a PA Child Abuse Clearance. The Keystone ID which you will be asked to create then becomes your username in the application process. A password must have at least 1 capital letter, 1 number, and 1 symbol and a total of 8-10 characters.
 - An email will appear in your inbox within 14 days informing you how to access your clearance.
 - Print out and submit a hard copy to Mrs. Zuleta in the school office or send as pdf to zuletae@lancastermennonite.org
 - 3. In addition, volunteers are required by law to do one of the two listed here:**
 - If you have lived **outside** the Commonwealth of Pennsylvania in the last 10 years, you must submit a federal criminal history check (FBI—fingerprint) below.
 - If you have lived **continuously** in Pennsylvania for the past 10 years, complete and sign the Arrest/Conviction Report and Certification Form which is attached. (fingerprint not required).
 - 4. Federal Criminal History (FBI) Fingerprint (\$27) (dated within a year)**
 - Go to: <https://www.IdentoGo.com>
 - Select “Services”
 - Select “Digital Fingerprinting” from the list on the left side of the page
 - Select your State and choose GO
 - Go to the “Enrollment Services” section at the bottom of the page
 - Select the box labeled “Digital Fingerprinting”
 - Enter the service code: **1KG6V5** and choose GO
 - **Verify the code to be: 1KG6V5 – Pennsylvania PDE – Private Schools**
 - Select “Schedule or Manage Appointment”
 - Complete the registration information choosing “Continue” at the end of each page until completed. This will allow you to enter your personal information, schedule a fingerprint appointment at your site location and give you a confirmation code.
 - Contact Lorri Hengst (717-740-2434 or hengstlk@lancastermennonite.org) and provide the **UIED number** as well as the **Transaction number** from your online registration.
 - Travel to the site and have fingerprint scanned.