



## 2. PA STATE POLICE CRIMINAL RECORD CHECK

### INSTRUCTIONS – (please select “volunteer”)

Go to the Pennsylvania Access to Criminal History website and apply for their criminal record check online with the Pennsylvania State Police at the following link:

#### PA STATE POLICE CRIMINAL RECORD CHECK

<https://www.epatch.state.pa.us/>

Please click on **Submit New Record Check** and follow the directions on the web page. Once you submit this clearance, on the last page, click on the words “Certificate Form” in blue letters to view the results and print that certificate.

If your application is under review, record/remember the following information in order to check on the status of your submission:

1. You will be provided with a “control number” at the last step of the process. Please print this confirmation page and keep it for your records (*the control number will start with an “R”*)
2. Record/remember *exactly* how you typed your name in the application (it is case sensitive)
3. The date of your submission

If you have any questions about this process we are happy to assist you. Please contact us at [clearances@stdavidschurch.org](mailto:clearances@stdavidschurch.org) or call Heather Sill at the church office (610-688-7947) during business hours.



### **3. FBI CLEARANCES**

#### **INSTRUCTIONS**

#### **If you HAVE lived in PA for the last 10 years:**

Please sign the waiver on the last page and send it together with the results of the PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE and the PA STATE POLICE CRIMINAL RECORD CHECK to our church office at [clearances@stdavidschurch.org](mailto:clearances@stdavidschurch.org) or call Heather Sill at the church office (610-688-7947) during business hours.

#### **If you HAVE NOT lived in PA for the last 10 years**

(Complete the steps below **only if you have lived outside of PA within the last 10 years**...otherwise simply sign and return the waiver on the next page)

The Pennsylvania Department of Human Services is utilizing IdentoGO to process fingerprint-based FBI criminal background checks. The fingerprint based background check is a multiple step process with a cost of \$22.60. You must

1. PRE-ENROLL first online-make sure you select VOLUNTEER
2. Get FINGERPRINTED at IdentoGO; please see website below.

<https://uenroll.identogo.com/>

#### **TO PRE-ENROLL ONLINE (before you go to the fingerprinting location):**

1. Go to the above link
2. Service code for volunteer is: 1KG6ZJ
3. Proceed to fill in the information required, schedule your appointment or select "Walk In"
4. Print your confirmation to take with you-you will be required to pay at the location using a credit card or money order only. NOTE: if this is a financial hardship please contact Heather at the church office and she will assist you.

#### **GET FINGERPRINTED (After you have pre-enrolled online):**

1. Print your registration paper for reference
2. Please go to the closest IdentoGO site. Your fingerprints will be processed and mailed to you.
3. Once you receive the results in the mail, please submit them as soon as possible to the church via hard mail or electronically to [clearances@stdavidschurch.org](mailto:clearances@stdavidschurch.org).
4. Always retain the originals for your record.