

## Online Request Instructions for Volunteers New Wilmington Presbyterian Church

*If you have the required PA Criminal and Child Abuse clearances completed within the last 4 years, and have attended an updated PA Child Abuse Training, please submit copies of the clearances and/or certificate of completion to Judi Hartzler or Linda Black*

<b># 1 Sanctuary Policy</b>	<ul style="list-style-type: none"> <li>○ <b>Obtain a copy of the NWPC Policy for the Protection of Children and Youth from your activity leader or the NWPC website. Read it carefully.</b></li> </ul>
	<ul style="list-style-type: none"> <li>○ <b>Complete and sign the Disclosure Statement for Volunteer Compliance in front of a witness and return it to the NWPC office.</b></li> </ul>

<b># 2 Clearances</b>	<ul style="list-style-type: none"> <li>○ <b>Go to <a href="https://www.compass.state.pa.us/CWIS">https://www.compass.state.pa.us/CWIS</a> and follow the instructions to complete a PA Child Abuse History request.</b></li> <li>○ <b>Keep a copy for your files and make a copy for the church file.</b></li> </ul>
	<p>Helpful Hints:</p> <ul style="list-style-type: none"> <li>✓ You will need a list of all previous addresses since 1975. If you do not know the street address, just enter as much information as you can (city and state will work).</li> <li>✓ When the program first asks "What would you like to do today?" click on <a href="#">Access My Clearances</a> to set up a Keystone Key account and proceed with the request.</li> <li>✓ For Application Purpose, use <a href="#">Volunteer</a>.</li> <li>✓ For Agency Name, enter New Wilmington Presbyterian Church.</li> <li>✓ Once you receive notice that the clearance is complete, print your copies.</li> </ul>
	<ul style="list-style-type: none"> <li>○ <b>Go to <a href="https://epatch.state.pa.us/Home">https://epatch.state.pa.us/Home</a> and follow the instructions to complete a PA Criminal Record request.</b></li> <li>○ <b>Keep a copy for your files and make a copy for the church file.</b></li> </ul>
	<p>Helpful Hints:</p> <ul style="list-style-type: none"> <li>✓ Reason for request is <a href="#">Volunteer</a>.</li> <li>✓ <b><u>Be sure to click the Certification Form link and print the form.</u></b> Unless you save the file, you will no longer have access to the form once you leave the program.</li> </ul>
	<ul style="list-style-type: none"> <li>○ <b>If you have not been a resident of the state of Pennsylvania for all of the past 10 years,</b></li> <li>○ Go to <a href="https://www.pa.cogentid.com//index_dpw.htm">https://www.pa.cogentid.com//index_dpw.htm</a> and follow the instructions to request an FBI Criminal Background Check. Give a copy of the FBI Criminal Background Check to Judi Hartzler or Linda Black.</li> </ul> <p>Helpful Hints:</p> <ul style="list-style-type: none"> <li>● For reason Fingerprinted, enter Employment with a significant likelihood of regular contact with children (there is no volunteer category).</li> <li>● After completing and submitting your request, you will need to take your registration number and a photo ID to a fingerprinting location. The closest locations are: <ul style="list-style-type: none"> <li>● Midwestern Intermediate Unit, 453 Maple St., Grove City, PA 16127</li> <li>● CCIS of Lawrence County, 1001 E. Washington St, Suite 1, New Castle, PA 16101</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>○ <b>Give a copy of the PA Child Abuse Clearance, PA Criminal Record Clearance and FBI Criminal Background Check to Judi Hartzler or Linda Black.</b></li> </ul>	

Contact either Judi Hartzler ([judihartzler@gmail.com](mailto:judihartzler@gmail.com))  
or Linda Black ([linda@nwpresby.org](mailto:linda@nwpresby.org)) for assistance.