**Procedures for Obtaining Clearances**

*2024 update: We do not look at records beyond 3 years unless there are recurring charges or charges of the like. If there is anything on a record within the last 3 years, we will set up a meeting to discuss the details to determine whether you are the right fit for our organization. We understand that there is a wide variety of types of charges and realize that not all of them warrant disqualification of volunteering with our youth.*

*\* we do not accept any charges involving children \**

**1. Pennsylvania Child Abuse History Clearance**

**ELECTRONIC SUBMISSION**

Child Abuse History Clearance Online: <https://www.compass.state.pa.us/CWIS>

Creating an account and submitting your clearance application online will give you immediate access to your results or the status of your results if your results cannot be processed immediately.

* The instructions for how to complete the Pennsylvania Child Abuse History Clearance application are now included on the last page of the application and can be printed for easy reference when completing the application. Failure to comply with the instructions that are attached to the application will cause considerable delay in processing the results.
* Applicants can now type their information directly onto the application
* If the information is typed directly onto the application, the information will NOT be able to be saved on a computer unless the computer has a licensed version of the acrobat adobe software. Therefore, please be sure to print the completed application before closing the document so that the information typed on the application is not lost.
* If you have trouble accessing the application you may need to download the latest version of Adobe Reader, which is available free on the internet.

**2. State Police Check**

(This can also be done electronically with an immediate copy available for you to print) – [Pennsylvania Access To Criminal History - Home (pa.gov)](https://epatch.pa.gov/home)