



Instructions for Volunteers to Complete the Pennsylvania State Police Criminal Background Check and the Pennsylvania Child Abuse History Clearance

After receiving the results of both the PA State Police Criminal Background Check and the PA Child Abuse History Clearance, please send the original to the university sponsor who will submit to Human Resources Office for verification. Originals will be returned to the volunteer. To meet the background check requirements per PA Child Protective Services Law and Robert Morris University policy, individuals who are volunteering on campus must also submit the Volunteer Disclosure Form, which will be distributed to them directly from the university sponsor. The FBI Fingerprint Clearance is only required for volunteers who have NOT been a resident of Pennsylvania during the entirety of the previous ten years.

Additional Resources: RMU Ethics - www.ethicspolicy.rmu.edu
Keep Kids Safe PA - <http://keepkidssafe.pa.gov/>

Pennsylvania State Police Criminal Background Check (SP4-164A) Volunteers Only

1. Go to <https://epatch.pa.gov/home>.
2. Begin by clicking on the button "New Record Check" (Volunteers only)
3. Read and place a check in the box for the Volunteer Acknowledgement Section then Click "Accept" to accept Terms
4. Enter requestor personal information and address to which you would like records sent
 - a. Reason For Request should automatically show "VolunteerFREE"
 - b. Volunteer Organization Name – Robert Morris University
 - c. Volunteer Organization Phone Number – County Office Number or leave blank since not a required field
 - d. Enter your personal address, email address (not required) and phone number
 - e. click "Next"
5. Verify information, click "Proceed" if all correct or "Back" to correct information
6. On the next screen enter all personal information again for the background check request Click on "Enter This Request" and your request will be sent to a queue Note: Information can be entered for multiple individuals. For example, you can enter the information for a spouse or partner to complete their background check at the same time. Click "Finished" to submit request(s)
7. Click on "Submit". You will see a timing bar across the top and pending in the status while the request is processing
8. When processing is complete, click on the Control #
9. To print or save the certification form, click on words "Certification Form" just above the back button. NOTE: The certification form with the keystone state symbol should be printed and/or saved. **You are able to return to print or save the certification form if you have written down the control number, date of request and name as originally entered.**
10. If a "Request under Review" response is received, check the PATCH website periodically for updates. Click on "Check the status of a Record Check". Enter the control number, the request date, and name as originally submitted. It can take anywhere from a few days to a few weeks for the "Request under Review" status to be updated. If status changes to "No Record" print the Certification Form. If a record is found, the results will be mailed to the address provided in the request.
PATCH Helpdesk 1-888-783-7972



Pennsylvania Child Abuse History Clearance Form (CY-113)

1. Go to <https://www.compass.state.pa.us/cwis/public/home>
2. Click on "Create Individual Account". Read Welcome Screen and click "Next"
3. Create a Keystone ID by completing the requested information, click "Finish"
4. Your Keystone ID and a temporary password will be sent to your email address (2 separate emails). Follow the login instructions in the password email message
5. Change temporary password
6. Login using your Keystone ID and password. Click on "Access My Clearances", then click "Continue"
7. Click on "Create Clearance Application" and click "Begin" at the bottom right of the page
8. On the Application Purpose page, select "Volunteer Having Contact with Children..." then in the volunteer category field select "Other" and enter Penn State Extension in the Agency Name field, click "Next"
9. Enter requested personal information following the instructions on the page, click "Next"
10. Enter current and mailing address information, click "Next" (Note: The city field only allows one space. If the town or city is more than two words, do not use more than one space and run words together for example MountPleasant Mills). *Select yes or no to have a copy of your certificate mailed to you (required field). If you select no, the certificate is only available by logging back into your account.*
11. Enter previous addresses by clicking "Add Previous Addresses". Enter everywhere you have lived since 1975. If you cannot remember exact addresses, please enter as much information as you can. Click "Add Previous Address" as many times as needed, then click "Next" at the bottom of the page
12. Enter household members by clicking "Add Household Member". Enter the names for everyone with whom you have ever lived since 1975 or anyone with whom you are currently living. This includes, but is not limited to, your parents, guardians, spouses and/or siblings. Click "Add Household Member" as many times as needed, then click "Next" at the bottom of the page. Note: The Current Age field is not a required field.
13. Review Application Summary information, edit as needed, click "Next" to continue
14. Complete the application, by reading then checking the acknowledgement box and providing an eSignature by typing ONLY your First and Last name (as it appears on the application request), click "Next". On the next screen, select No to the question "Did an organization provide a payment code...?"
15. A message will pop up indicating "As a volunteer applicant, your clearance application fee has been waived." Click "Submit Application"
16. You will see an "Submission Confirmation" screen
17. You will receive an email confirming successful submission of your application with an eClearance ID from noreply@pa.gov
18. Within 14 days you will receive a results email from noreply@pa.gov or you may login at any time to check the status
19. Return to <https://www.compass.state.pa.us/cwis/public/home>, click "Login" then click "Access My Clearances" and click "Continue" at the bottom of the disclosure page
20. Enter your Keystone ID and password and click "Login"
21. You should see a green box "Your application has been processed. To view the results click here". Click the link in the green box to view your clearance. Open with Adobe Reader and print your clearance certificate.

FBI Fingerprint Clearance that is required if you have not been a resident in Pennsylvania for the past ten (10) years. The fee for this clearance is \$25.75.