



## Instructions for Obtaining Volunteer Clearances

*In order to comply with Pennsylvania Child Protection Laws, and to allow you to serve or visit Cornerstone during youth hours, we need the following documents from you:*

1. **Pennsylvania Criminal Background Check** – can be obtained at NO COST when registering for VOLUNTEER purposes through the E-PATCH self-service site: <https://epatch.pa.gov>. Complete the New Volunteer Record Check. After completing the form, you should be able to print a copy directly through the site. [COMPLETE THIS BACKGROUND CHECK FIRST.]
2. **Pennsylvania Child Abuse History Clearance** - can be obtained at NO COST when registering for VOLUNTEER purposes through the Child Welfare Information Solution (CWIS) self-service portal: [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis). After completing the form, you should be able to print a copy directly through the site.
3. **FBI Criminal Background Check and Fingerprints** (if you have lived outside PA in the past 10 years)  
If you have lived outside PA in the past 10 years, you must complete an FBI Criminal Background Check, and submit your fingerprints. In order to complete this clearance, you will need to:
  - Go to the following website to schedule your fingerprinting: <https://www.Uenroll.identogo.com> . You will need to supply one of the following service codes:
    - **Volunteers: 1KG6ZJ.**
    - **Paid Staff: 1KG756**
  - There is a nominal fee for this fingerprinting service (\$25.25). You will be required to bring proper identification with you to your appointment. The best local option for fingerprinting and processing is:

**The Elizabethtown Public Library**  
**10 South Market Street**  
**Elizabethtown, PA 17022**  
**(717) 367-7467**
4. **Mandated Reporter Training** – can be obtained for a fee of \$17.00 by going to the following website: <https://parequirements.com/>. If this is your first time taking the course, you need to take the 3 hour initial licensure course. If you have taken the course before, you still need to create a new ID (login). You cannot use an old Keystone ID. When you have successfully completed the course, print out your certification and submit it to the Executive Director.