

All adult volunteers (age 18 & up) working with children and youth ***in any capacity*** will be required to have the following three clearances before beginning volunteer work at CUMC:

1. PA Criminal History clearance from the Pennsylvania State Police
2. PA Child Abuse History Clearance from the Department of Human Services
3. Federal Criminal History clearance from the FBI

Below is a large amount of important information and instructions. Please read carefully so that you understand how to obtain the required clearances.

Obtaining Your Clearances Step by Step

- **FBI Clearances**

Volunteers are responsible for paying for the cost of the FBI clearances (\$25.75). **You must register and pay online.** This is a multi-step process. Go to this website www.pa.cogentid.com. This site will take you to various department options. Click on **Department of Human Services** and follow registration directions. Once you are registered online, you will need to print out your registration. Then you must take your registration form to a local processing center:

1. Beaver Valley Intermediate Unit Administration Office located at 147 Poplar Dr. Monaca, PA 15061 to complete the fingerprint process. Proper ID is required. DOCUMENTS TO BRING - Registration ID #, Photo ID. Fingerprinting Services will be available Tuesday, Wednesday & Thursday during the hours of 8:00 A.M. - 11:00 A.M. and 1:00 P.M. - 3:30 P.M. Please arrive 30 minutes before closing time.
2. UPS Store #1600, 20436 Route 19 Suite 620, Cranberry Twp., PA 16066. Located on the right side of 19, heading north. Inside the Streets of Cranberry Plaza, next to Verizon Wireless They are open Monday through Friday 11:00am to 4:00pm & Saturday 11:00am to 2:00pm.
3. UPS Store #4886, 5990 University Blvd Suite 12, Moon Twp., PA 15108. Located in Moon Plaza across from Robert Morris University. Open Monday through Friday 11:00am to 4:00pm

Remember, you must pre-register and submit payment online first no matter where you choose to process your FBI fingerprints. Walk in service without prior registration will not be provided at any fingerprinting location.

- **Pennsylvania State Police** – Go to: <https://epatch.state.pa.us/Home.jsp>
CLICK ON NEW RECORD CHECK (VOLUNTER ONLY) Free for volunteers
THEN PROCEED WITH ONLINE APPLICATION AND PRINT OUT RESULTS! Make sure you copy down your control number, and the date you processed. You should receive immediate results unless your background is under review. If this is the case your clearance should be processed in ten days.

- **Child Abuse History** - Go to: <https://www.compass.state.pa.us/CWIS>
CLICK ON: CREATE INDIVIDUAL ACCOUNT Free for volunteers
THEN PROCEED WITH ONLINE APPLICATION AND PRINT OUT RESULTS! This is a multi-step process. You will need an email address. You will create an account and then log back in with your user name and password to complete the application. You will not receive immediate results. You will need to keep a check on your email for notification of processed clearances.

Once you have results from all three background checks show the original documents to the Director of the ministry in which you want to volunteer. A copy must be made of each document and kept on file at CUMC.