

# PROCEDURES FOR PASTOR CLEARANCES

## PROCEDURES FOR PASTORS :

### 1. PENNSYLVANIA STATE POLICE CRIMINAL HISTORY REPORT

- a. Go to <https://epatch.state.pa.us>
- b. Left hand side, part way down under Credit Card Users, click on "Submit a new record check".
- c. Follow instructions.
- d. \$10 Fee.
- e. If no criminal record, clearance will be generated immediately, AND THEN PRINT.
- f. Send the original to District Office.

### 2. PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

- a. Go to <http://www.dhs.state.pa.us/findaform/childabusehistoryclearanceforms/>
- b. Follow link on the page for CY113 Form English (or Spanish if you prefer).
- c. Fill out form, check "Employment with significant likelihood of regular contact with children" as reason for request.
- d. Print completed form.
- e. Send a MONEY ORDER for \$10 with completed form.
  - i. If sending in a large number together, you *can* send a business check to cover all reports.
- f. Clearance certification will come in the mail—Send the original to District Office.

### 3. FBI CRIMINAL HISTORY REPORT (Fingerprint-based background check)

- a. Go to <https://www.pa.cogentid.com>
- b. Click on the second box on the top row (Nursing students, child care...).
- c. From that page you can find locations – most (but not all) counties have at least one location.
- d. Use this site to check hours and register or call.
  - i. Check the "what to bring" page.
  - ii. Fee is \$27.50.
    1. Pay online.
    2. Or MONEY ORDER.
- e. Report will come in the mail— Send the original to District Office.

### 4. All three clearances must be obtained EVERY 36 months.

### 5. DO NOT USE TRAK 1 – The three clearances noted in 1, 2 and 3 above must be obtained.