

September 28, 2015

## **Manoa Fire Company Volunteer Requirements**

Thank you for volunteering and being a key contributor to the success of Manoa Fire Company. In a continuous effort to ensure: safety of children and compliance with PA State Law, anyone serving in the role of board member, active firefighter, EMT and Ladies Auxiliary MUST satisfy the following mandatory requirements:

1. PA Criminal Background Check
2. PA Child Abuse Clearance

All requirements are now free and can be done online with the results returned immediately. The two clearance checks and mandatory reporting should take a total of 30-45 minutes to complete.

Based on recent changes to PA State Law all board members, active firefighters, EMT's and Ladies Auxiliary will need to certify their PA Criminal Background Check and Child Abuse Clearance.

### **No. 1: Criminal Background Check**

Visit <https://epatch.state.pa.us> and click the "Submit a New Record Check" button and complete the form. Print the results for your records along with emailing the results to Chief Mike Norman at [manoa569@aol.com](mailto:manoa569@aol.com) . See screenshots at end of document.

### **No. 2: Child Abuse Clearance**

Title Pa. C.S. Chapter 63 (relating to the Child Protective Services Law) requires that volunteers who have direct contact with children obtain a Child Abuse Clearance in order to work and/or provide services to children.

There are three ways to attain a Child Abuse Clearance, though I would strongly suggest the online option (#1). The system itself can be slow at times, but submission is free and results are immediate.

1. Online: visit <https://www.compass.state.pa.us/cwis/public/home> You will first need to create a Child Welfare Account and then complete the online form. With regards to the information on the form you must list as much of the information as can be remembered pertaining to any previous address where you have lived. If you can only

remember part of the address: such as the city and state or street, city and state, then that is acceptable. Your application will not be rejected for listing previous addresses with partial information. See screenshots at end of document.

2. In Person: Walk into the office that processes Child Abuse History Clearances located at the following address:

Child Abuse Registry  
Department of Human Services  
5 Magnolia Drive (Hillcrest Building #53)  
Harrisburg, Pa 17110

3. Mail: Mail paper application (the Pennsylvania Child Abuse History Clearance – also known as the CY113) to the ChildLine and Abuse Registry at the below address. A paper copy of the clearance application may be found here:

<http://www.dhs.state.pa.us/findaform/childabusehistoryclearanceforms/>

ChildLine and Abuse Registry  
Department of Human Services  
P.O. Box 8170  
Harrisburg, Pa 17105-8170

Print the results for your records along with emailing the results to Chief Mike Norman at [manoa569@aol.com](mailto:manoa569@aol.com). See screenshots at end of document.

## Criminal Background Check Screenshots

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← → <https://epatch.state.pa.us> ☆

Apps Okta <https://jnet.jda.com> ITrax JDATravelNet

**Pensylvania Access To Criminal History**  
Commissioner, Pennsylvania State Police Gov. Thomas W Wolf

Home Record Check Help

**Welcome to Pennsylvania Access To Criminal History**

Response times for record requests labeled "UNDER REVIEW" vary depending upon the volume of requests received. While every attempt is made to process inquiries as quickly as possible, turnaround times on these requests can be expected to take between four to six weeks. We apologize for any inconvenience as we process all requests as quickly as resources allow.

**PATCH Helpdesk 1-888-QUERY-PA (1-888-783-7972)**

All requests for Notarized copies of a Criminal Record Check **MUST BE** submitted by mail.

**New Record Check (Volunteers only)**

- ▶ **Submit a New Record Check** (requires a credit card)
- ▶ **Check the status of a Record Check**

**Registered Users**

Username:

Password:

**Login**

**Why does PATCH exist?**

Its purpose is to better enable the public to obtain criminal history record checks. The repository was created and is

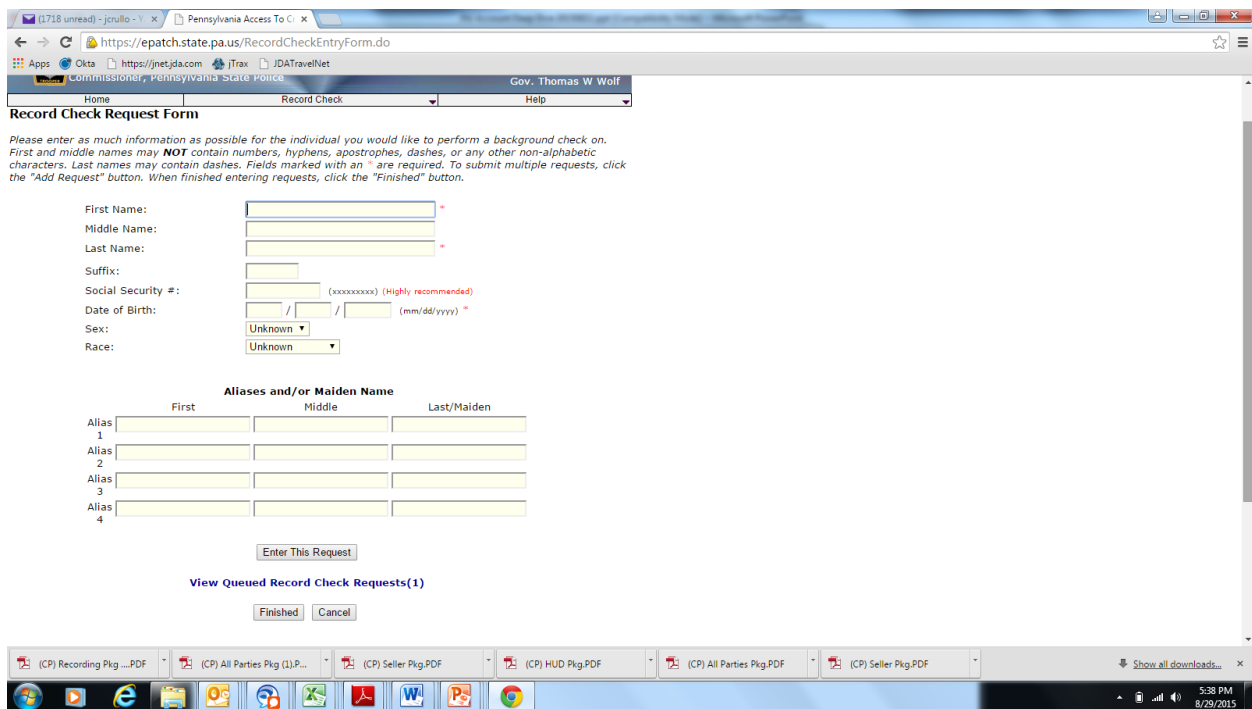
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The PATCH web site is available for registered and non-registered users wishing to acquire criminal history information on individuals. Users must agree to abide by all sections of the Criminal History Record Information Act and all terms stated forthwith.

There is no charge for requests made for the purpose of volunteering. The volunteer record check can be made via the PATCH website or by mail using form SP4-164A, "REQUEST FOR CRIMINAL RECORD CHECK, VOLUNTEER ONLY". The SP4-164A form may be downloaded from the home page of this website under the "HELP" drop down menu. The name of the agency or organization for which you will be volunteering must be listed. You must also read and accept the legal disclaimer affirming that the purpose of this record check is for volunteer purposes only and is not authorized for any other use.



# Child Abuse Clearance Screenshots

This screenshot shows the home page of the Pennsylvania Child Welfare Portal. At the top, a yellow banner reads: "If the child you would like to report on is in immediate danger, please call 911 immediately." Below this, a white box contains the text "WELCOME TO THE Child Welfare Portal" and "Our service provides a means for individuals to apply for PA Child Abuse History Clearance online and for mandated reporters to report child abuse in Pennsylvania." Two buttons are visible: "INDIVIDUAL LOGIN" and "CREATE INDIVIDUAL ACCOUNT", with the latter circled in red. Below this, another box says "Organizations can manage PA Child Abuse History Clearances online for their employees and volunteers" with buttons for "ORGANIZATION LOGIN" and "CREATE ORGANIZATION ACCOUNT". To the right is a blue ribbon logo with "CWIS" and a child icon. The page has three main sections: "Clearance Applications", "Child Abuse Referrals", and "Services and Information", each with a list of links. The browser's address bar shows "https://www.compass.state.pa.us/cwis/Public/home".

This screenshot shows the "Create Keystone ID: General Information" page from the Pennsylvania IdentityMinder system. The page features the Pennsylvania state logo and a progress bar with two steps: "1 General Information" (active) and "2 Profile Information". Below the progress bar, a "Welcome!" message states: "The Commonwealth of Pennsylvania is improving how it provides online services to citizens! Several state agencies are working together to allow you to establish a Keystone ID which creates a single way to access several different state programs. Currently, the Keystone ID that you create and manage here can be used for: Child Welfare Portal, Users of the Child Welfare Portal can apply for a Pennsylvania child abuse history clearance or submit child abuse referrals. SERS' Online Member Services, Members of the State Employees' Retirement System can get statements, run estimates, and more." It also includes instructions for existing users and a note about the Keystone ID's future use. At the bottom right, there are "NEXT" and "CANCEL" buttons. The browser's address bar shows "https://www.hhsapps.state.pa.us/iam/im/citizenpub/ca12/index.jsp?task.tag=SelfRegistrationCitizen".

CA IdentityMinder x  
Pennsylvania Department of Public Welfare [US] https://www.hhsapps.state.pa.us/iam/im/citizenpub/ca12/index.jsp?facesViewId=/app/page/profile/profile.jsp

PA pennsylvania

### Create Keystone ID: Profile Information

1 General Information      2 Profile Information

• Required

To create a new Keystone ID, please provide the following information:

- Keystone ID  
  
(must be 6 to 10 characters)
- First Name
- Last Name
- Date Of Birth  
  
(MM/DD/YYYY)
- E-mail
- Confirm E-mail

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