Five Forks Church
Brethren in Christ

9244 Five Forks Road, Waynesboro, PA 17268-9612
Phone: (717) 762-2991; Fax: (717) 762-8124
Email: office@ffbic.org
Website: www.ffbic.org

Instructions for completing Pennsylvania state clearances online:

For the State Police Criminal History, visit: https://epatch.pa.gov/home (remember to choose **Volunteer** so that the fee is waived). The Criminal History can be done in about 5 minutes. In order to get the certificate, you will need to click on **Certification Form** on what may look like the results page. This will take you to the certificate that you can print. The results should come back right away. Print a couple for yourself and one for me.

For the Child Abuse History Clearance, it is: www.compass.state.pa.us/CWIS . To do this, it is best to write down your previous addresses and those you have lived with (since 1975), and have that info ready to enter. First, you need to **create an account** – by entering some profile information including your email. Then close and they will send you a password. **Reopen the site and login** and go from there to enter information using the password they send you and the ID you created. You will receive **two emails – one for ID and one for password.** Use these to go back in to complete your clearance. At the end, when it asks whether your organization has given you a code # for payment, choose **no** and it will go to the next page which says "fee has been waived." You will receive an email notification of the outcome within 14 days. You may also choose to have a copy sent to you via the mail.

If you are having problems signing into your account, contact the DHS Help Line at 1-877-343-0494 between 8:30 a.m. and 4:45 p.m., Monday through Friday.

Thank you for taking care of this!

Kim Helman
Child Abuse Prevention Coordinator
717-762-2991
kim@ffbic.org