CLEARANCE PROCEDURES: ONELIFE THREE SPRINGS 3/25/22

ACT 34 CRIMINAL RECORD CHECK (Pennsylvania Access to Criminal History-Volunteers)
1. Visit: https://epatch.state.pa.us/
2. Click on "New Record Check (Volunteers only)", then follow the instructions.
3. You must enter **OneLife Institute** as the requester and **Charity Smith** as the person requesting! This can be confusing, so here is sample for how to enter the required info:

Reason for Request: VolunteerFREE
Volunteer Organization Name: OneLife Institute
First Name: Charity
Last Name: Smith
Address Line 1: 544 North Penryn Rd.
City: Manheim
State: Pennsylvania
Zip: 17545
Country: United States
Phone Number: 570-335-8914
Email: csmith@onelifepath.org

4. Next, follow the instructions to complete the rest of the form with your personal information.
5. Once submitted, your results should appear on the screen. You may have to click on the blue Control # which is a hyperlink to your results. You can then print/save a copy of the certificate form with the State seal.
6. Please email a copy of the certificate to Charity Smith at csmith@onelifepath.org.

*If the response is "Request Under Review or Pending", you must periodically check back with the website until your request is processed. Your results will be mailed and may not be printed.

ACT 151 CHILD ABUSE HISTORY CLEARANCE
1. Visit: https://www.compass.state.pa.us/cwis/public/home
2. Create a Keystone ID, then click "Next."
3. Provide the required information and click "Finish." You will immediately receive an email with a temporary password. Retrieve this temporary password from your email.
4. Go back to https://www.compass.state.pa.us/cwis/public/home and click "Individual Login," then "Access My Clearances," and then "Continue."
5. Login Using your Keystone ID and the password that was emailed to you. You will be prompted to change your password, then Submit. Write down and keep your username and password somewhere safe for future reference if ever using Keystone services.
6. Accept the Terms and Conditions and continue.
7. Create a clearance application – CAREFULLY read and follow all instructions.
For "Purpose of Clearance": choose "14 and older with regular contact with Children" or "Volunteer."
8. Finish by "signing" the document.
9. Volunteers should not have to pay for this clearance.
10. Click on the green FINALIZE AND SUBMIT APPLICATION button; you'll receive submission confirmation. Then you can log out of the keystone website.
11. You should receive your clearance in your email within a few weeks. You may have to log back into the Keystone website to retrieve it.
12. Once you receive your clearance, please email a copy of the certificate to Charity Smith at csmith@onelifepath.org.

ACT 114 FBI FEDERAL CRIMINAL HISTORY RECORD (Fingerprinting)
**Note that volunteers that have lived in PA continuously for the past 10 years and can truthfully sign a statement confirming that they have not been convicted of certain offenses may be exempt from this clearance. If this is the case, read through and sign the below form along with a Witness. Once you have completed the form, please email a copy to Charity Smith at csmith@onelifepath.org: Disclosure Statement Form

If you have **not** lived in PA for 10 consecutive years, follow the steps below:
1. Visit https://uenroll.identogo.com/
2. Start by putting in the service code for Employee >=14 Years Contact w/ Children: 1KG756 (*we recognize that although this is not for employment, there is not a Volunteer option)
3. Click on "Schedule or Manage Appointment." Fill out your personal information and then click "Next."
4. For the Employer information, designate OneLife as the employer:
Employer Name: OneLife Institute
Country: United States
Address Line 1: 544 North Penryn Rd.
City: Manheim
State: Pennsylvania
Postal Code: 17545
Then click "Next."
5. Fill in your Citizenship information, then click "Next."
6. Answer the 3 personal questions, then click "Next."
7. Fill in the Personal Info, then click "Next."
8. Fill in your Address information, then click "Next."
9. Choose which form of identification you will use as proof when you go to the Fingerprinting center, then click "Next."
10. Search for an Enrollment Center near you. Select a location, and then select a date and time if you would like to make an appointment. You can also check the box for "Walk-In" if you would prefer not to make an appointment (you may have a much longer wait time if you choose this option). Once you do this, click "Submit."
11. On the final page, print or save a copy of your details before you exit the website.
12. Several weeks after being fingerprinted you will receive your results. Please email a copy of your results to Charity Smith at csmith@onelifepath.org.
*Note: MAKE SURE YOU BRING THE CORRECT DOCUMENTATION WITH YOU TO YOUR APPOINTMENT!! Also, the cost of fingerprinting will be about $24 that needs to be made by card at the time of your fingerprinting.