Online Background Checks – Step-by-Step

Greetings! Let's get started, shall we?

We're going to start with the easiest one of the three Pennsylvania State Police (PASP) sites: Pennsylvania Access to Criminal History (PATCH).

Click this link (https://epatch.state.pa.us/Home.jsp) to go to the website or type it in if that's not working. **Important:** You will need the Social Security number (SSN) and birth date (DOB) of everyone you want to do a check on.

Hopefully you're looking at a screen that has handcuffs and a computer on it, and no you're not under arrest. From here on we will be using numbered steps to guide us. When the number changes it should be a new page; letters below numbers means it's all on that same page. Get it? Got it? Good!

1. Click the yellow **New Record Check (Volunteers only)** button in the middle of the page.
2. Nice long legal Terms and Conditions. Read it, click the checkbox in the **Volunteer Acknowledgement Section** and hit **Accept**.
3. Enter the personal info for who is <u>making</u> the check, not *necessarily* who the check is on.
a. Reason for Request: **VolunteerFREE** (already selected)
b. Volunteer Organization Name: Type in **Boy Scouts of America**.
c. Then add Name, Address and the other required fields (follow the *).
d. Click **Next** at the bottom.
4. Personal Info Review – if it's all correct click proceed if not click back
5. Who is the background check for (probably you, could also be additional family members).
a. Type in the data they need and hit "enter this request"
b. Oh no the data's gone! no its not. Notice the "one request pending" part at the bottom?
c. **Families** you can put in the next person needed checked now. just keep entering data and hitting the "enter this request" button
d. when you are done entering everyone click the "finished button"
6. List all record checks they going to do. You can edit or add more names if required. Click "submit"
7. Write down control number
8. Should it log you out and say session expired click "check the status of a record check"
9. Type in control number and info
10. Once you have a result (hopefully a "no record") click the control number. If the status is:
- Request Under Review: It will take two to four weeks for the status to be updated to "No Record" or "Record."
- No Record: Status should be printed out at your printer.
- Record: Status will be mailed to you.
- Pending: Go eat a sandwich and come back later.
- 11. Click certification form
- 12. Click the print button. Might need to format it some, on a case by case basis

See, that wasn't so bad was it? The next one is a little more involved but very similar in that it's just filling in a bunch of forms.

Next we're going to do the Pennsylvania Department of Human Services or PDOHS.
https://www.compass.state.pa.us/cwis/public/home Same format as before with Numbers for Pages. You will need a list of everywhere you've lived since 1975 (at least the town and state) and everyone (relative) you've lived with. Take a deep breath and LET'S GO!

If you created an account for the PATCH search, you can use the same one for this. Skip to step 16 (woo hoo you're already half way there!).

1. "Create new account" families will only need one account as you can submit multiple from one account.
2. Read that stuff. Click "next"
3. Come up with a username and security questions click finished
4. Check your email. Your temp password is in the second one they send you. Copy it
5. In the first email click "child welfare portal" link
6. Will open new window click "log in" click "access my clearances"
7. Read that legal stuff. Click "continue"
8. Enter your username and paste that ridiculous password they sent you click "log in"
9. Change your password to something less complex (still needs a lot of stuff) hit submit.
10. Get a drink of water (stay hydrated)
11. Window will refresh and take you back to the log in. Log in with new password
12. Read the terms and conditions click the "I have read" bubble and then "next"
13. Read stuff again. click "continue"
14. Click "create clearance application"
15. Read more stuff. click begin
16. Click bubble for "Volunteer Having Contact with Children"
a. Volunteer Category: Other
b. Agency Name: Chester County Council Boy Scouts of America
c. Click Next.
17. On the Applicant Information page they're going to check that you really did enter your name and birthday correctly. They're also going to ask for your Social Security number; read their explanation and make your choice. Check/enter your phone numbers and aliases too. Click Next.
18. Fill out the address part you will select if you want a copy mailed to you as well
19. Take a stretch break and get another drink.
20. Previous addresses since 1975 (give as much information as possible -college kids and military families good luck). Click Next.
21. Household members since 1975. Double check your work, then click Next.
22. Check the box and "sign" it, click Next.
23. Hit the finalize and submit application
24. They will email you when it clears. Might take all of 45 seconds. Could be a couple of weeks.
25. Follow the links in your email (probably logging in again) and click "your application has been processed"
26. This will open a download window. Open and save it. Print it

If you've lived in PA for the last ten years you are done! (Other than filling out the CCCBSA Waiver of FBI Background Checks) If you have not lived in PA for all of the last 10 years, welcome to Pennsylvania! It's time for the FBI Fingerprinting. DUN DUN DUUUUUUNNNNNN!

You're going to need some form of plastic money. A credit card or a debit card works great. Monopoly does not. The estimated total cost for this process is $21.35

To begin the process for the FBI Fingerprinting you will need to go to the website www.identogo.com

1. Once you are there click on the Digital fingerprinting block, then select your state.
2. Click on digital fingerprinting block again and Enter the code **1KG6ZJ**
3. Click on Schedule or Manage Appointment and fill out the required blocks and click next.
4. Fill out your Citizenship info and click next.
5. Fill out the next page of questions and click next.
6. Personal Info page, fill that out and click next.
7. Fill out your mailing address and click next.
8. Choose your identification method and click next
9. Enter your zip code to find the nearest center for your appointment and click Search.
10. Choose a location and click next
11. Choose a date and time and click Submit
12. Go to the location at the time of your appointment for your fingerprinting!
13. Your results should be mailed to you within a week or two.

YOU'RE DONE! Congratulations!

Give copies of all 3 clearances to your Unit Leader and Submit another copy to Chester County Council by mail, or email a jpeg or PDF to registrar@cccbsa.org.

Remember to make several copies as you may need them for multiple organizations over the next five years. They are valid in Chester County Council for 5 years from the date they were completed.