**GETTING YOUR CLEARANCES**

**\*\*\*\*\*If you have previously completed the clearances process for Dare 2 Soar or another class at Swarthmore *and* have submitted your results to Public Safety,**

**you DO NOT have to complete this process again.\*\*\*\*\***

**Students may see which clearances they have on file with Swarthmore by looking at the Act 153 section of Student Documents, in their mySwarthmore accounts.**

**SUMMARY**

1. **First, complete the PA Child Abuse and the PA Criminal Background Check.**
2. **Then, take or email the copies of the two clearances to the ACT 153 Liaison in Public Safety, Sandra Briggs-Edwards** (sbriggs1@swarthmore.edu), **along with the attached forms, printed and filled out.**
3. **After submitting your forms, Sandra Briggs-Edwards will send you an email with a payment code to register for fingerprinting.**

**STEP-BY-STEP INSTRUCTIONS (FOR ON-CAMPUS AND REMOTE STUDENTS)**

**PA Child Abuse and PA Criminal Background Check**

* Follow the directions below and use the links to access and complete the PA Child Abuse and PA Criminal Background Check *online*.
* The cost is free for volunteers - **Sandra will give you the payment code.**
* After completing the forms, print or save (as .pdf) the **results** page. This is the clearance, telling us you have no criminal record.
* You should submit a copy to Public Safety as soon as you complete it!

**I. Criminal Background Check:** <https://epatch.state.pa.us/Home.jsp>

1. Click, “New Record Check (Volunteers Only). **This is free!**
2. Accept the Acknowledgement at the bottom of the page to continue.
3. Enter the *required* information. Use your name, your phone number, and the Swarthmore College address.
	1. Volunteer Organization Name: **Swarthmore College Lang Center**
	2. Address: **500 College Avenue, Swarthmore, PA, 19081 USA**
4. Click, “Next”, and then, “Proceed”.
5. \*Enter the following information accurately and carefully.
	1. First Name:
	2. Middle Name: (if you have one on your Birth Certificate)
	3. Last Name:
	4. Social Security #: (highly recommended if you have one - it makes it quicker)
	5. Date of Birth:
	6. Sex: (as written on your Birth Certificate)
	7. Race: (Do your best here; not sure if it really makes a difference)
6. “Enter this Request”, and then they take you to a page to enter another one. You do not need to do this, so just hit “Finished” on the bottom of the page.
7. It will take you to a summary of your record requests. Check the information again, and if it is correct hit “Submit”. If not, Cancel and start again.
8. It will process, and hopefully your status (after a few seconds) says NO RECORD. Once it does, click on your “Control Number” (highlighted in blue), then “Certification Form” (also in blue) and click “OKAY” to the pop-up.
9. The final page is your Clearance! Hit Save (at the top) and it will save as a PDF.
10. Print two copies, one for Public Safety and one for your site director.

**II. Child Abuse Clearance Application:** <https://www.compass.state.pa.us/cwis/public/home>

1. Before you start, you should have the following information readily available to help you complete your form quickly:
	1. Addresses where you have previously lived since 1975. If you cannot remember exact addresses, please enter as much information as you can.
	2. Names of all individuals with whom you have lived with to include parents, guardians, siblings, spouses, etc. everyone with whom you have ever lived since 1975 or anyone with whom you are living with currently. This includes, but is not limited to, your parents, guardians, spouses and/or siblings.
	3. Any previous names you have used or have been known by.
2. Go to the link above and hit “Create Individual Account” and then hit “Next”
3. Create a personalized Keystone ID (username) to create an online application. Enter your name and information, and set security measures to protect your account. Hit “Finish” once you are done.
4. You will have to check your email to finish creating your account with your own password. Return to the link above to log in with the Keystone and temporary password.
5. Now, go to “Individual Login”, and on the bottom of the page hit “Continue”
6. Enter your Keystone ID and the temporary password that was emailed to you. Login, and create your new password. Be sure to keep this info (username and new password) for your records!
7. Hit the “close” button on the pop up notification, and this will redirect you back to the login page. Login with your information.
8. Accept the terms and conditions and then hit “Continue”
9. Hit “Create Clearance Application”Aps
10. Begin the application for volunteers, selecting “Volunteer Having Contact with Children” for the purpose of the certification and for the fee to be waived. The Agency Name: Swarthmore College Lang Center for Civic Social Responsibility. Hit “next”.
11. Fill in the questions accurately. Use your current mailing address (College address or home address if remote) so you can get this clearance quickly.
12. Please select “Yes” when asked if you would also like to have a paper version of the certificate sent to your home or mailing address when you get to the Certificate Delivery Method section. This will be good to keep on hand.
13. You will also have access to an online version of your completed clearance results. These should be saved as a .pdf, printed, and submitted to the Public Safety Office.

**Next, print and complete** [**the Applicant Notice and Consent Form**](https://drive.google.com/file/d/1J7TVfc4lLrgZG4XhCJ13ArOJuhElsUoy/view?usp=sharing) **and go to the Public Safety Office in Ben West with this form and your PA clearances results in hand to register for your fingerprinting!**

**III. Federal Background Check**

[**INSTRUCTIONS FOR ON-CAMPUS STUDENTS ONLY (pages 1, 2)**](https://docs.google.com/document/d/1Bfw5BX6NAgQ4sNla7CgbLynUSpxqq_zknwHn4rQawfQ/edit?usp=sharing)

[**INSTRUCTIONS FOR REMOTE STUDENTS ONLY (page 3)**](https://docs.google.com/document/d/1Bfw5BX6NAgQ4sNla7CgbLynUSpxqq_zknwHn4rQawfQ/edit?usp=sharing)