

INSTRUCTIONS FOR VOLUNTEER BACKGROUND

Below you will find general information and instructions for completing the required background checks for volunteering at Lititz Christian School. Please contact Heather Woratyla at heather.woratyla@lcstaff with questions.

PA STATE POLICE CRIMINAL HISTORY - FREE

- 1) Log onto <https://epatch.state.pa.us/Home.jsp>
- 2) Click **Submit a New Record Check**.
- 3) Click **Accept** on the Terms and Conditions page.
- 4) Select **Individual Request**, then **Continue**.
- 5) Complete **Requestor Information** with the Reason for Request – **Volunteer**, then click **Continue**.

Continue through the site, providing required information requested. Click on **Certification Form** and **Print** certificate to submit to school office.

PA CHILD ABUSE CERTIFICATOIN - FREE

1. <https://www.compass.state.pa.us/cwis/public/home>
2. Click Create Individual Account.
3. Follow the instructions to CREATE a Keystone ID by entering the Profile Information requested. Once the information is entered, click Finish to complete the set-up portion of the clearance review.

Continue through the site, providing required information requested. Once completed, **Print** the certificate and submit to the school office.

FBI CRIMINAL BACKGROUND RECORD CHECK

This clearance is not needed if you have lived in PA for the last 10 years. However, you are required to sign the attached Disclosure Statement and submit to the office.

If you have not lived in PA for the last 10 years, contact Heather at the office for instructions on how to obtain FBI clearance.