

Background Check Instructions
Eastern PA Presbytery
(Updated 01/23/23)

To work with or around children, the State of Pennsylvania requires three separate background checks (PA Title 23 §6344; amended by Act 2014-153). In light of this, the Eastern PA Presbytery requires all of its Teaching Elders to have these clearances (EPP SR IV.B.14).

- **Pennsylvania Criminal History Record Check**
 - Pennsylvania Access to Criminal History (PATCH) reports on crimes committed in the State of Pennsylvania.
 - Go to this link: <https://epatch.pa.gov/home>
 - Select “Submit a New Record Check” & accept the terms and conditions
 - Choose “Individual Request” and enter the required information
 - There is a fee of \$22.00 for employees. Volunteers are free. This will be reimbursed by the Presbytery or by your church.

- **Pennsylvania Child Abuse History Clearance**
 - The PA Child Abuse History reports on a person’s record of abusive behavior within the state of Pennsylvania.
 - Go to this link: <https://www.compass.state.pa.us/cwis/public/home>
 - If you already have an account, click “Individual Login.” If this is a new account click “Create Individual Account,” and then click “Profile Information,” filling in the necessary information.
 - There is a fee of \$13.00 for employees. Volunteers are free. This will be reimbursed by the Presbytery or by your church.

- **FBI Criminal History Background Check**
 - The FBI Identity History Summary reports on a person’s criminal history from a national perspective.
 - Go to this link: <https://www.fbi.gov/how-we-can-help-you/need-an-fbi-service-or-more-information/identity-history-summary-checks>
 - Select “Online,” and then choose “Complete the Applicant Information Form,” and download, complete, print, and sign the fillable form.
 - Provide a current fingerprint card. Cards can be downloaded on the page link above. Also live scans of fingerprints are accepted, but a hard copy must be submitted. Some police stations, school districts, and UPS stores offer fingerprinting service for a fee. The cost will be reimbursed by Presbytery or church.
 - There is a fee of \$18.00 for the background check. This will be reimbursed by the Presbytery or by your church.
 - Mail in the form, fingerprint card, and your payment.

Reimbursement of Fees: Often churches cover the cost of the fees associated with these clearances, so check with your church about this. If reimbursement from the Presbytery is desired, please submit a record of your expenses to the Clerk.