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| **INSTRUCTIONS FOR CLEARANCES** | **LAFAYETTE COLLEGE****The Center for Community Engagement** |

Complete the clearances at a location with a PRINTER so you can easily print the receipt and results!

Only ***NEW*** volunteers need to complete the clearance process! Volunteer clearances are valid for five years.

***Criminal Background Check:***

* Visit: <https://epatch.state.pa.us/Home.jsp>
* Click on “New record check - volunteers only”
* Accept the statement at the bottom
* Volunteer Organization Name is Lafayette College
* Insert the following: then click NEXT
	+ First Name
	+ Last Name
	+ Address
	+ City
	+ State
	+ Zip
	+ Phone Number
* Click on ***Proceed***
* Enter First Name, Last Name, and DOB only
* Click on ***Enter this Request***
* THE SAME SCREEN WILL COME UP
* Enter First Name, Last Name, and DOB only
* This time click on ***FINISHED***
* Submit
* Click on the ***Control #*** which begins with R18
	+ Note: Should you ever need to get this certificate out of the system in the future you will need to know the date of the request and the control number.
* Click on ***Certification Form***
* Click ***OK***
* Now print your certificate

***Child Abuse Clearance:***

* Visit: <https://www.compass.state.pa.us/cwis/public/home>
* Click on “***Create Individual Account”***
* Click ***Next***
* Create your own Keystone ID
	+ ***Please remember your username and password so you can get back in!***
* Answer all the questions then click on ***Finish***
* Check your email for the temporary password
* Log back into: <https://www.compass.state.pa.us/cwis/public/home>
* Click on ***Individual Login***
* ***Access my clearances***
* Scroll to bottom, click ***Continue***
* Enter the username you created & paste the password from your email
* Choose security questions to verify your account
* Answer the Security Questions you just chose, then click next
* Pick private device or public depending on your situation
* Change the password (you must remember your NEW password) - then click submit
* Close Window
* Enter your username & new password
* If you are on a public computer - you will have to answer the security questions to verify your account AGAIN
* Click on “I have read” - then Next
* Scroll to the bottom - Click Continue
* Create Clearance Application
* Scroll down and click on Begin
* Application Purpose - Volunteer
	+ Volunteer Category = Other
	+ Agency Name = Lafayette College
* Scroll down and click Next
* Add your Gender
* Social Security Question = NO
* Nicknames = NO
* Click on Next
* Enter your address
* Mailing Address Question = YES
* Certificate Delivery Method Question = NO
* Next
* Enter any previous addresses - then click next
* Add your household members (***you must enter a parent/guardian***) - then click next
* Scroll to bottom and click next
* eSignature = ***No*** - Then check the box, sign your name in the signature, click Next
* Application Payment = ***NO***
* Click Next
* ***It takes between 1-14 days to process***
* You will receive an email that your application has been updated with results
* When you receive the email, where it is a hyperlink Please Click Here - Click on that
* Individual Log in
* Access my Clearances
* Scroll down - Click Continue
* Enter your Username & Password
* Scroll down to e-Clearance ID (Green Bar) to view the results, Click Here
* Open, then click OK
* Print Certificate
* NOTE: Please save this certificate for yourself as a PDF somewhere on your computer so you have it in the future.
* Log Out

***Fingerprinting:***

**\*If you have lived in Pennsylvania for 10 years, you do NOT need to complete fingerprinting! You will complete a Disclosure Statement Application upon drop off of your clearances at the Center for Community Engagement.**

<https://uenroll.identogo.com/>

* Enter Service Code **1KG6ZJ** (DHS Volunteer) then click on GO
* Choose: **Schedule or Manage Appointment**
* Complete all the required information
	+ IMPORTANT- enter your legal name exactly as it is on the identifying document (i.e. driver’s license, passport) you will bring with you to be finger printed
* Complete the information in the **EMPLOYER** section as follows:
	+ Lafayette College

522 March Street

Easton, PA 18042

* Answer Citizenship Questions
* Answer Personal Questions; Answer NO to Authorization Code for Payment
* Answer Personal Info and Address
* **Documents**: Select the Identifying Document you will bring with you to your finger printing appointment
* **Location**:  Type SP-Lafayette and click Search
	+ This location should pop up:

IdentoGo

Easton, 18042-7640

Click **Next**

* Check “Walk-In”
	+ Click Submit
	+ You MUST print this form out and your drivers’ license or passport - bring it to your sign up genius appointment with Sarah Morgan who will scan your fingerprints.
	+ sign up genius links for fingerprinting can be found at <https://engage.lafayette.edu/>

***TB - Tuberculosis Screening:*** TB Screening is required on a yearly basis.

**The cost of TB Screening is only reimbursed by Lafayette if you are an America Reads tutor.** Students volunteering through programs other than America Reads may submit to their health insurance carrier for TB Screening reimbursement.

Please contact Bailey Health Center (610-330-5001) to schedule a skin test

* Bailey Health Center has a notepad that says Lafayette “Center for Community Engagement” Screening - once they clear you they will give you this form.

Students who have a TB Screening done through a family doctor may have that physician send a notice to Bailey’s that they are cleared so they don’t need to repeat screening when they return to campus. If you have had your TB Screening done by your family physician:

* Have the physician send the TB screening results to Bailey’s Health Center.
* Go to Bailey’s to pick up the form indicating you’ve been cleared, and then submit it to the Center for Community Engagement.

***Mandated Reporter Form:***

* [**https://engage.lafayette.edu/wp-content/uploads/sites/20/2017/11/Mandated-Reporter-Statement-of-Understanding..pdf**](https://engage.lafayette.edu/wp-content/uploads/sites/20/2017/11/Mandated-Reporter-Statement-of-Understanding..pdf)

**Once you have completed each of the above clearances and have them printed out, bring them to Community Engagement at 522 March Street. We will NOT accept any clearance forms until you have ALL of them together.**

**Complete Clearances Consist of the following:**

* Background Check
* Child Abuse
* TB Screening form from Bailey’s
	+ If you are a first year student, notify the Center for Community Engagement
* Mandated Reporter form
* Fingerprint Registration from IdentoGo