

Only **NEW** volunteers need to complete the clearance process! Volunteer clearances are valid for five years. TB screening must be updated annually.

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

### ***Child Abuse Clearance:***

This process takes upto 14 days to complete, so begin this clearance immediately!

- 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 there 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

### **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 #**
  - 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
- NOTE: Please save this certificate for yourself as a PDF somewhere on your computer so you have it in the future.

### **Fingerprinting (Federal Criminal History Check):**

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

You must follow the below instructions to **pre-register** with Identogo *before* making an appointment to be finger printed: <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  
17 Cattell Street  
Easton, PA 18042
- Answer Citizenship Questions
- Answer Personal Questions; Answer NO to Authorization Code for Payment
- Answer Personal Info and Address
  - Mailing address is your Campus PO Box
- **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 bring it to your sign up genius appointment with Sarah Morgan, along with your government issued ID, who will scan your fingerprints.
  - Sign up genius links for fingerprinting appointments can be found on our webpage: <https://landiscenter.lafayette.edu/clearances/>

### **TB - Tuberculosis Screening:**

The TB Screening form (found on the Landis Clearance page) is required on a **yearly basis** for all volunteers. Depending on the program for which you are volunteering, a TB skin test may be required annually.

- Students who have had a TB skin test done through a family physician may have that physician send a notice to Bailey Health that they are cleared and don't need to repeat the skin testing when they return to campus. If you have had your TB skin test done by your family physician within the last year:
  - Have the physician send the TB skin test results to Bailey Health Center.
  - Go to Bailey's to pick up the slip *Mon-Fri between 9am-5pm* indicating you've been cleared, and then submit it to the Landis Center for Community Engagement.
- Students who have NOT had a skin test done through a family physician should complete the TB Screening form and bring it to Bailey Health Center between the hours of 9am-5pm Monday through Friday.
  - Bailey Health will review your form and determine whether a PPD skin test is required.
    - *If the PPD skin test is required, you will need to make an appointment with them in the office or contact them at 610-330-5001 to schedule an appointment.*
      - Bailey Health charges \$20 for the PPD skin test. **The cost of TB Skin Testing is only reimbursed by Lafayette for America Reads tutors.** Students volunteering through programs other than America Reads may submit to their health insurance carrier for TB skin testing reimbursement.
    - *If the PPD skin test is not required, you need to obtain the clearance slip from Bailey Health and submit it to the Landis Center for Community Engagement*

*Once you are cleared by Bailey Health Center based on the TB Screening form OR PPD skin test, you must obtain the clearance slip from Bailey's and submit it to the Landis Center for Community Engagement.*

### **Mandated Reporter Form:**

Print the Mandated Reporter form out, read, sign and complete all fields before submitting

- <https://landiscenter.lafayette.edu/wp-content/uploads/sites/69/2019/05/Mandated-Reporter-Statement-of-Understanding.docx>

**Once you have completed each of the above clearances and have them printed out, submit them to Landis Center for Community Engagement on the 3<sup>rd</sup> floor of Feather House: 17 Cattell 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 clearance slip from Bailey Health
- Mandated Reporter form
- Fingerprint Pre-Registration from IdentoGo