

Only **NEW** volunteers need to complete the clearance process! Forms and instructions can be found on our webpage: <https://landiscenter.lafayette.edu/clearances/>
Volunteer clearances are valid for five years.

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

Child Abuse Clearance:

This process takes up to 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
- ***This clearance 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

PA Criminal History Background Check:

- Visit: <https://epatch.pa.gov/home>
- 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 and/or save as PDF to email to Landis
- 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) when you submit your other clearances to the Landis Center for Community Engagement.

You must follow the below instructions to **pre-register** with Identogo *before* making an appointment to be fingerprinted: <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 fingerprinted
- 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 appointment
- **Location:** Type SP-Lafayette and click Search
 - This location should pop up:
Identogo
Easton, 18042-7640
Click **Next**
- Check "Walk-In" (IMPORTANT: We do **not** take walk-ins for fingerprinting; this is just for registration purposes)
 - Click Submit
 - You **MUST** print this form out and bring it to your sign up genius appointment with Becky Kaine, along with your government issued ID.
 - Sign up genius links for fingerprinting appointments can be found on our webpage: <https://landiscenter.lafayette.edu/clearances/>

Mandated Reporter Form:

Print the Mandated Reporter form out from the Landis clearance webpage, read, sign and complete all fields before submitting.

Volunteer Guidelines & Waiver:

Complete and submit the Landis Volunteer Guidelines and Waiver of Liability Google Form online.

- Visit <https://landiscenter.lafayette.edu/clearances/>

Clearance Submission:

Complete clearances consist of the following:

- Background Check
- Child Abuse
- Mandated Reporter form
- Fingerprint Pre-Registration from IdentoGo/Fingerprint results
- Volunteer Guidelines & Waiver Google Form

Once you have completed each of the above clearances required you may either email them to landisclearances.group@lafayette.edu or submit hardcopies to the Landis Center at Feather House, 17 Cattell Street. Please submit all clearances together.

- Email a PDF of each clearance to **landisclearances.group@lafayette.edu**
- OR
- Print out and submit them to Landis Center for Community Engagement on the 3rd floor of Feather House: 17 Cattell Street.