

## Clearances Process for students

1. Process for **PA Child Abuse History Clearance** [free for volunteers]
  - a. <https://www.compass.state.pa.us/cwis/public/home>
  - b. Create an account  
create your *Keystone ID*
  - c. > *Individual log on* > *access my clearances* > *continue*
    - i. *E-mail*: Enter your email address. The system will send a temporary password to this email.
    - ii. *Update Password*
    - iii. Set your *Security Questions*
  - d. Create a new clearance and fill out all the necessary information.  
(choose to receive results electronically instead of as a paper copy)
    - a. Reason: *Volunteer with children* > Other > *Bryn Mawr College*
    - b. You will be notified by email when the clearance is ready (sometimes immediately, sometimes after several days)
  - e. Download the finished PDF form. Give a copy to your program's student coordinator and save a copy for your own records.
  
2. Process for **PA Criminal Background Clearance** [free for volunteers]
  - a. <https://epatch.state.pa.us/Home.jsp>
  - b. *New Record Check (Volunteers Only)* > *click box and Accept*
  - c. *Personal Information* – enter required fields only
    - i. *Reason for Request*: VolunteerFREE
    - ii. *Volunteer Org Name*: Bryn Mawr College
    - iii. *First Name*  
*Last name*
    - iv. *Address Line 1*: 101 N Merion Avenue
    - v. *City*: Bryn Mawr
    - vi. *State*: PA
    - vii. *Zip*: 19010
    - viii. *Country*: UNITED STATES
    - ix. *Phone Number*
  - d. > *Next* > *Proceed*
  - e. Enter the relevant information. Requests take a few minutes to process. There will be a "Status" column that lists the results. Once the results are returned,
    - i. Click on the "Control #" – a new screen will pop up
    - ii. Click "Certification Form" (middle of the screen above the "BACK" button) - A new window will pop up. Click "OK" when the message about printing pops up.
    - iii. Download the finished PDF form. Give a copy to your program's student coordinator and save a copy for your own records.
  
3. Process for **FBI Fingerprinting**

The Federal Background Check requires fingerprinting and costs \$22.60. You will receive a voucher from the Career & Civic Engagement Center for this expense. If you need this clearance for your program, you will be emailed a pre-payment code and instructions for how to sign up for fingerprinting at one of the many off campus locations.

The closest fingerprinting location to BMC is the AAA Store in the Ardmore Plaza Shopping Center, 30 Greenfield Avenue, Ardmore, PA 19003, (610) 649-9000. The AAA store is about a half mile from the Blue Bus stop at Haverford College.