

## NORTHERN TIOGA SCHOOL DISTRICT

Here is the three-step process to obtain required clearances as a volunteer/chaperone:

1. PA STATE POLICE CRIMINAL RECORD CHECK – NO COST TO YOU

Access the following website: <https://epatch.state.pa.us>

- a. Click on icon (button) New Record Check (Volunteers Only)
- b. Scroll Down
- c. Click in the box indicating that you are submitting this request as an unpaid volunteer
- d. Click on Next
- e. Click on Accept
- f. Fill in all required information and click on Next
- g. Continue to follow screen
- h. After submitting, wait and click on Certificate Form to Print

2. CHILD ABUSE HISTORY CLEARANCE – NO COST TO YOU – CHECK VOLUNTEER

Access the following website: <https://www.compass.state.pa.us/CWIS>

- a. Click on Create Individual Account
- b. Click on Next
- c. Write down your Keystone ID (You will need this later!)
- d. Click on Finish
- e. Your password will be sent to your email address.
- f. Open your email and write down your password.
- g. Return to the website: <https://www.compass.state.pa.us/CWIS>
- h. Click on Individual Login
- i. Follow directions on the screen. (Suggestion: Click box to receive by mail.)
- j. You will receive a copy in the mail or you can login and print. An email will be sent to you when this clearance is available.

3. FINGERPRINT BASED CRIMINAL HISTORY (FBI) – IF NEEDED, COST IS \$27

- a. Resident of Pennsylvania for the past ten years (must be all ten years)
  1. Complete the attached affidavit—needs to be witnessed. No fingerprinting is required.
- b. Not a resident of Pennsylvania for the past ten years

Access the following website: [www.pa.cogentid.com/index\\_pde.htm](http://www.pa.cogentid.com/index_pde.htm)

1. Under Registration Information Section, click on Register Online
2. Click the Check Box
3. Click on Continue (You will need a credit card)
4. Print out your registration.
5. Make an appointment at Tioga County Courthouse (Wellsboro) 570-723-8231 and take your registration form.
6. You will receive a letter in the mail. Required information is on the back of the letter.

**ANY QUESTIONS, PLEASE CALL THE OFFICE.**

**ONCE YOU HAVE ALL THREE DOCUMENTS, SUBMIT THEM TO THE  
MAIN OFFICE! YOU WILL RECEIVE YOUR ORIGINALS BACK.**

**WE APPRECIATE YOUR SUPPORT!**