

How to process your Background checks

PA Child Abuse Clearance

1. Go to <https://www.compass.state.pa.us/CWIS/Public/ClearanceLearnMore> and create a Child Welfare Account for yourself.
2. Once your account is created, go to your email to get your temporary password to log in
3. Once you have received that password, you can now go back to the Portal to log in and change your password and proceed to your application.
4. Once logged in to the Child Portal you want to click **"Access my Clearances"**
3. Follow the screens till you can click on **"Create Clearance Application"**
4. Select Volunteer Having contact with Children as to your purpose for processing the clearance
5. Select Other for Volunteer Category and type in Marley's Mission and agency.
6. The clearance will process free of charge when submitted, you will be notified by email when it has completely processed

PA State Police Criminal Record Check

1. Go to <https://epatch.state.pa.us/Home.jsp>
2. Click on the Yellow button that reads "New Record Check Volunteers Only" and review the terms and conditions and the volunteer acknowledgment section. Be sure to check the "Agree to Terms as an unpaid volunteer" box.
3. Fill in the required information about the agency:

Volunteer Organization Name: Marley's Mission
First Name: April
Last Name: Kemp
Address Line 1: PO Box 505
City: Scranton State: PA Zip: 18501 Country: United States
Phone: 570-587-HOPE
4. Continue completing application, filling out the required information about yourself.
5. Click Finish and Submit. Follow the provided directions to print.

FBI Finger Printing

By clicking the link below you will be scheduling your appointment to be fingerprinted with Identogo. Walk-ins are not permitted for this service.

1. Go to <https://www.identogo.com/locations/pennsylvania>
2. Click on Digital Finger Printing
3. Enter service code : 1KG6ZJ and click "GO"
4. Click on "Schedule or Manage Appointment"
5. Enter your personal information. Please remember to bring required documentations with you on your appointment date.

After obtaining all of these documents please fill out our volunteer application and mail it along with all clearances to:

**Marley's Mission
Attn: April Kemp
PO Box 505
Scranton, PA 18501**

Should you have any questions in regards to our process please email april@marleysmission.com