

**Clearances:**

For the PA child abuse clearance, go to <https://www.compass.state.pa.us/cwis/public/home> and start by clicking to create a new account, then follow their instructions. Make sure to mark that you are doing this for volunteering, not employment, otherwise it will ask you to pay \$13. Sometimes the results of this check are available immediately; other times, it may make you wait 1-2 weeks.

For the PA criminal record check, go to <https://epatch.state.pa.us/Home.jsp> and click on the yellow button "New Record Check." Follow their instructions and enter your information. When it is complete, the results will show up in a new webpage.

For the FBI background check, go to <https://uenroll.identogo.com/> and put in the code **1KG6ZJ** to begin your registration. You'll first need to schedule an appointment (the first option on this page) to do your fingerprints, and then search for available locations and times listed on the website. The application will ask for your employer information. In this instance you will use JFCS and the address is 5743 Bartlett Street, Pittsburgh, PA 15217 and phone number is (412)422-7200. This will cost \$23. Results can take up to 4 weeks to come back.

Anyone interested in driving the refugees can go to <https://apps.pa.egov.com/idr>, click the checkbox, and select "I agree." You will then enter your driver's license number, birthdate, and last 4 digits of your ssn and hit "login." You will then select ten-year driving history. You will pay \$12 online for the record.

Once you receive your results, please send a digital copy to [trinityrefugeesponsorship@gmail.com](mailto:trinityrefugeesponsorship@gmail.com) and to [aharbourne@jfcspgh.org](mailto:aharbourne@jfcspgh.org). You may submit the cost of these clearances to Trinity for reimbursement.