

Volunteer Clearances

NPVGSA requires all volunteers, coaches, assistant coaches who will have direct contact with a player other than their own player is required to obtain 2 (two) volunteer clearances in order to be able to help out at our facilities. Use the links and directions below to register. **Once registration is complete and clearances have been received, email both reports to npvgsa@gmail.com.** Please ensure that only the last four digits of your social security number are present and all other digits are X'd out. All forms should be registered and filled out as a volunteer, there is **NO COST**. These clearances are good for 5 years from the date in which the clearance states they have been obtained. It is the responsibility of the volunteer to maintain and resubmit clearances when the clearances are no longer valid due to the date.

PATCH Website- PA State Police Background Check

1. First click or go to the PATCH website
<https://epatch.state.pa.us/Home.jsp>
2. Once on website, click the yellow button stating "New Record Check" volunteers
3. Certify you understand the criteria for running a record check
4. On the next page, please list North Penn Valley Girls Softball as the Volunteer Organization Name, a telephone number is not required
5. Enter all your information, including your personal email
6. Follow next steps to enter your information, once finished click **submit**
7. It will take a moment to run your report. Once finished on the left hand side of the table, a **blue** control number will appear. Click on the control number. The next screen will show, at the bottom, **certification form, click on this.**
8. Once you click the certification form it will open your downloadable clearance. At the top, click save, and email this PDF to npvgsa@gmail.com

PA Child Abuse Clearance

1. Go to <https://www.compass.state.pa.us/cwis/public/home>

2. Click create individual login
3. Follow the steps of information to fill out, you will need to create your own Keystone ID
4. Once all fields have been filled in, hit finish. A temporary password will be emailed to you
5. Once you receive your temporary password, close your browser tab. Go back to [https://www.compass Ty.state.pa.us/cwis/public/home](https://www.compass.Ty.state.pa.us/cwis/public/home) and now select INDIVIDUAL LOGIN
6. Then, select ACCESS MY CLEARANCES, scroll down to the bottom and select, continue on the bottom right hand side.
7. You will next be taken to your login page. Enter your keystone ID you created as well as your temporary password, then follow the prompts.
8. Continue to follow the prompts to sign back in. You will then reach the page to CREATE CLEARANCE APPLICATION
9. For Application purpose, select first choice; Volunteer Having Contact with Children...
 - a. Volunteer Category: Other
 - b. Agency Name: North Penn Valley Girls Softball
10. Follow all steps for personal information to enter
11. Application Payment: NPVGSA does not require an authorization code
12. Once your application has been completed, you will receive a confirmation email and then a follow up when your application has been processed to view the results.
13. Email results to npvgsa@gmail.com