

Applicants Full Name: _____ **Date:** _____

Criminal Background Clearance website: <http://epatch.state.pa.us>

1. Once on homepage – see center tab (RECORD CHECK)
 - Under pull down tab select (NEW RECORD CHECK)
2. Follow Instructions for filling out application and making payment section. (Cost is \$10.) After completing the application information and payment, a box will show that contains:

Control #: Name _____

Click on Control # _____

Click on Certification Form

Print Form – **this is your background clearance**

Pennsylvania Access to Criminal History • **PATCH Help Line** toll-free at 1-888-QUERY-PA (1-888-783-7972)

Child Abuse Clearance Website: <http://www.compass.state.pa.us/CWIS/Public/Home>

1. First create a login Keystone ID on the Child Welfare Portal
2. Go to Login - choose Access My Clearances box (case sensitive)
3. Read Agreement to terms for application "My PA Child Abuse History Clearance "
4. Choose Create Clearance Application box
5. Application Purpose:
 - Select "Volunteer"
 - (Volunteer Category) select "Other",
 - Agency Name: Broomall's Lake Country Club
6. Remember to save application periodically
7. Only use middle initial not full name in application
8. If using E Signature - only use first and last name, no middle initial
9. Chrome is a good source for compatibility in filling out application
10. Reference your E-clearance ID# from the top of the page (12-digits)
(Clearance may take up to two weeks for paperwork to be sent to you.)
We will accept above ID# to start your application process.
Original forms must still be forwarded to us before membership cards will be available and distributed to your family.
11. From "Application Summary" screen, right click and print.
Include this form along with your Criminal Background Form.