

Southern Lehigh Youth Baseball Clearance Information

As a volunteer in this organization, you are required to submit your clearances to Southern Lehigh Baseball prior to being permitted to coach. You will be responsible for obtaining and submitting a copy of your Criminal Record Check through the Pennsylvania State Police and a Pennsylvania Child Abuse History Certification. If you have not been a resident of Pennsylvania for the last ten years, you must also complete the FBI Criminal Background check through the Pennsylvania Department of Human Services which will require you to submit your fingerprints. This process can be started at: https://www.pa.cogentid.com/index_dpw.htm

The Pennsylvania State Police Criminal Background check may be completed in approximately 5 minutes:

1. Go to <https://epatch.state.pa.us/Home.jsp>
2. Click the “New Record Check” yellow button
3. Accept the “Volunteer Acknowledgment Section” on the next page.
4. Enter the Volunteer Organization name “Southern Lehigh Baseball” and complete your information.
5. If your information is correct on the next screen, Click “Proceed”.
6. Enter your name, social security number, and date of birth and then click “Enter This Request”.
7. If correct on the next screen, Click “Finished”.
8. On the next screen click “Submit”
9. The following screen will have a control number starting with an “R”. Keep this number and the date of the check for your records because you can use this number to access your record later. If the status returns “No Record”, your record is ready immediately and you can click the control number.
10. This will take you to the Record Check Details. Click Certification Form, which is in blue. This will open your record check, which you can print and/or save.

The Pennsylvania Child Abuse History Certification can be completed on the Child Welfare Portal. This process will take you approximately 15 minutes to complete. You cannot use the “Safari” browser on your Apple device to access the Child Welfare Portal. It is also recommended to use Internet Explorer or Google Chrome.

1. Enter the URL <https://www.compass.state.pa.us/cwis/public/home> or you can easily find the portal by searching “pa child abuse clearance” and the first link will usually be the portal. If you have never accessed the portal, the first thing you have to do is to click “Create Individual Account”.
2. Once you have created an account, you will be e-mailed a copy of your user name and temporary password.
3. You will then have to go back to the portal and click “Individual Login”, then “Access My Clearances”, scroll down and click “Continue”.
4. Then enter your Keystone Key (user name) and temporary password. You will then be prompted to enter and confirm a new password.
5. Once you do this, you will again have to go back to the portal home page and start over, this time using your Keystone Key and password that you created.
6. Once you have access to the portal, complete the application. When it prompts you for an application purpose, be sure to click “volunteer”. As a volunteer, the clearance is free of charge.
7. Once you have completed the application, you will receive an e-mail about your submission and may even get the results immediately. Once you get the results e-mail, go back into the portal and log in. Once you get to the “Status of Submitted Applications” page, click on the green box that says “Your application has been processed. To view the result, click here”. There, you can open or save your clearance in PDF format. Save the document and e-mail it to southernlehighclearances@gmail.com
8. If you have any questions or if you need assistance, please feel free to e-mail your question to southernlehighclearances@gmail.com.