

Background Check Instructions

Students who volunteer at organizations that provide direct services to clients will need to obtain background check reports before they can begin their service. There are three potential distinct clearance requirements: The PA Criminal Record Check, the PA Child Abuse Check, and FBI Fingerprinting. **Each community partner determines its own requirements for volunteers. Check with your site to learn which clearances you must obtain—and how frequently they must be renewed-- to serve there.**

Widener University uses a third-party vendor, called **CastleBranch**, to maintain records of clearances. Students must create an account with CastleBranch and then upload their background checks into their CastleBranch portals. There is an upload fee of \$8.00.

Use this link to create an account: <https://portal.castlebranch.com/WK60>. Click the red “Place Order” button, and then click the plus sign to select the appropriate package for your needs. Pay careful attention to the distinction between the Department of Education (DOE) and the Department of Human Services (DHS). Your need is determined by the site where you will be serving. If you will be volunteering in a school or education program, you will need clearances through the DOE; if you will be working in another type of service agency, you will likely need them through DHS. Once you select the package that you need, enter the information required to create your order, and CastleBranch will guide you through the process of obtaining your clearances. For more complete instructions to obtain each clearance, see below.

PA Criminal History Check

Registration Site: <https://epatch.state.pa.us/Home.jsp>

1. Click on "New Record Check (Volunteers only)." The first request is free.
2. Accept the acknowledgement at the bottom of the page to continue.
3. Enter the required information. Volunteer organization is Widener University, One University Place, Chester, PA 19013.
4. Click “Next” and then “Proceed.”
5. Enter the personal information carefully, then “Enter this request.”
6. You will be taken to another page; just click “finished” at the bottom.
7. You will see a summary of your information. If it is correct, click “Submit.” If not, cancel and start again.
8. Wait for your information to be processed. Click on your “Control Number,” highlighted in blue, then “Certification Form,” also in blue, and then click “OK.”
9. This is your clearance! Be sure to save it to your computer or to a flash drive as a PDF.
10. There is \$10.00 fee for additional clearances.

PA Child Abuse Check

1. Before you start, you should have the following information readily available to help you complete your form quickly:
 - a. Addresses where you have previously lived since 1975. If you cannot remember exact addresses, please enter as much information as you can.

- b. Names of all individuals with whom you have lived including parents, guardians, siblings, spouses, etc. since 1975 and anyone with whom you are living with currently.
 - c. Any previous names you have used or have been known by.
2. Registration Site: <https://www.compass.state.pa.us/cwis/public/home>
3. “Create Individual Account” and then hit “Next.” Or, login if you already have an account.
4. Enter a personalized Keystone ID (username) to create an online application. You will need to use this again to log in to your account. Enter the required personal information and set security measures to protect your account. Click “Finish” once you are done.
5. You will receive a temporary password to your email account.
6. Check your email to get your temporary password.
7. Return to <https://www.compass.state.pa.us/cwis/public/home>
8. Select “Individual Login,” then “Access my Clearances” click “Continue” at the bottom of the page.
9. Login with your Keystone ID and your temporary password.
10. Create your new password. Be sure to keep your Keystone ID and password for your records!
11. “Submit.” Close the pop-up window, and you will be redirected to the login page. Wait a few minutes; there may be a delay in processing your new password.
12. Login using your new password.
13. Accept the terms and conditions, then “Continue.”
14. “Create clearance application.”
15. “Begin” the application for volunteers. Then select “Volunteer Having Contact with Children” for the purpose of the certification. Use Widener University as the agency name. Click “next”.
16. Follow the prompts to select the “Certificate Delivery Method” electronically. Select “Yes” if you would also like to have a paper version mailed to your home address.
17. Click “Finalize and submit application.”
18. Save the results in PDF to your computer or flash drive.
19. The first time this clearance is free. The fee is \$10.00 for additional clearances.

FBI Fingerprint Check

The Commonwealth of PA requires that you be fingerprinted at an Identogo site. Appointments to be fingerprinted are not required, but pre-registration is required. Once registered, you may walk in during a location’s posted hours of operation. Scheduling an appointment may lead to shorter wait times. In order to pre-register for an FBI background check and to find a fingerprinting location, follow these instructions.

1. Register at <https://uenroll.identogo.com>.
2. Enter the proper service code.
 - a. If you will be volunteering in a school, school district, or educational setting, use this code: 1KG6XN. Your fingerprints will be processed for the Department of Education.
 - b. If you will be volunteering at another type of site, use this code: 1KG6ZJ. Your fingerprints will be processed for the Department of Human Services.

3. Follow the prompts to complete the application.
4. Identify a location and make an appointment or visit during the walk-in hours listed.
5. Select a form of identification and remember to bring it with you.
6. Go to the site to get fingerprinted.
7. When you receive them, save your results to your computer or a flash drive.

IdentoGo Locations

1. IdentoGo - 200 Yale Avenue (inside the Delaware County Intermediate Unit Building),
Morton PA 19070
Hours: M-W 8:30-12pm and 1pm-5pm

2. IdentoGo - 2014 Garrett Rd (Community YMCA of Eastern Delaware County), Lansdowne
PA 19050
Hours: M-TH 9am-2pm

3. IdentoGo - 8500 Essington Avenue (Philadelphia International Airport, Terminal B Baggage
Claim), Philadelphia Pa 19153-3755
Hours: Time varies by day, M-F 8am-12pm and 1pm-5pm

4. IdentoGo - 744 South Street (South Street Business Center), Philadelphia PA 19147-2023
Hours: M-F 9am-1pm and 2pm-7pm; Saturday 11am-4pm

5. IdentoGo - 814 Paoli Pike, West Chester PA 19380-4526
Hours: M-F 1pm-6pm

6. IdentoGo - 2001 W. Lehigh Avenue, Philadelphia PA 19132
Hours: M-W 8am-12pm and 12:30pm-7pm; TH-F 8am-12pm and 12:30pm-7pm;
Saturday 9am-12pm and 12:30-2pm

7. IdentoGo - 1015 Chestnut Street, Suite 307 Philadelphia, Pa 19107
Hours: M-F 9am-12pm and 1pm-4pm

8. IdentoGo - 55 W. Lancaster Avenue, Suite 202, Haverford, PA 19041
Hours: M-TH 10am-3:30pm

9. IdentoGo - 950 E. Haverford Rd., Suite 200, Bryn Mawr, PA 1910
Hours: M-F 7:30am-11:30am and 12pm-4pm

10. IdentoGo - 3460 N. Delaware Avenue, Suite 100, Philadelphia, PA 19134
Hours: M-F 7:30am-11:30am and 12pm-4pm

11. Arcadia University Office of Public Safety, 450 S. Easton Rd., Glenside, Pa 19038

T and TH 9am-4:30pm

All appointments can be made online or by calling 844-321-2101.

IdentoGo Identification Documents

- Diver's license issues by a State or outlying possession of the U.S.
- Driver's license PERMIT issues by a State or outlying possession of the U.S.
- ID card issued by a federal, state or local government agency or by a Territory of the United States
- Commercial Driver's license issued by a State or outlying possession of the U.S.
- State ID Card or outlying possession of the U.S. with a seal or logo from State or State Agency
- Canadian Driver's License
- Department of Defense Common Access Card
- Employment Authorization Card/Document (I-766) with Photo
- Foreign Driver's License (Mexico and Canada only)
- Foreign passport
- Military Dependent's Identification Card
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- U.S. Coastguard Merchant Mariner Card
- U.S. Military Identification Card
- U.S. Passport
- Enhanced Tribal Identification Card (for federally recognized U.S. tribes)
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within or residence within the United States
- Uniformed Services Identification Card (Form DD-117202)
- Photo ID Waiver for Minors and U.S. Social Security Card or Birth Certificate