



Obtaining Volunteer Clearances

Copies of these clearances must be submitted to the Managing Director by the third rehearsal of SHJO. Clearances will be considered to be current from January 1st of the calendar year.

Child Abuse Check - Form CY113

This form may be completed online at: www.compass.state.pa.us/cwis/public/home
There is no charge for CY113 if you have not received one in the past 57 months.

1. Click "Create Individual Account"
2. Read general information and click Next
3. Fill out the registration information
4. A temporary password will be emailed to you
5. In the email with the temporary password, click on the "Child Welfare Portal" link
6. Click "Individual Login" and then click "ACCESS MY CLEARANCES"
7. Read the information and click next
8. Enter temporary password when prompted and then change that password on prompt
9. Enter your new password at the login screen
10. Read and agree to the terms and conditions and click Next
11. Read the information given and click Next
12. Click "Create Clearance Application"
13. On the next page, select "Volunteer Having Contact with Children"
14. On prompt click "Other" for Volunteer Category and type South Hills Junior Orchestra for Agency name
15. Continue following the prompts and filling in your personal information.
16. Include all previous addresses and household members

Criminal Record Check SP4-164A

This may be completed online at: <https://epatch.state.pa.us/Home.jsp>

1. On the PSP Webpage, click "New Record Check" link (Volunteers Only)
2. From this point on you will need to move through remaining pages as directed
3. You will receive your clearance on the screen to print out after the application has been completed online unless there is a need for extensive research by the PSP
4. Print your clearances and submit to Managing Director