



community service office  
lehigh university

## Clearances Information for Tutors

### **Criminal Record Check**

Go to: <https://epatch.state.pa.us/Home.jsp>

1. Select “New Record Check (Volunteers Only)”
2. First set of information is for VOLUNTEER ORGANIZATION INFO
  1. Organization Name: Lehigh University CSO
  2. Organization Number: 610-758-6674
  3. Name: Carolina Hernandez
  4. Address: 29 Trembley Drive
  5. City: Bethlehem
  6. State: PA
  7. Zip Code: 18015
  8. Phone Number: 610-758-6674
3. Second set of information is VOLUNTEER (STUDENT) INFO
4. Submit your personal information, then wait. The website will process your information and let you know within a few minutes the results of the record check.
5. Once the process finishes, save the PDF of the official record check (there should be a watermark in the background).
6. Send the PDF to [inarc@lehigh.edu](mailto:inarc@lehigh.edu).

### **Child Abuse Clearance**

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

1. Create an individual account. You will be given a temporary password which you will need to log in to create your own password and finish making your account.
2. Under the section “Application Purpose,” select “Volunteer” (it is the first option on the page). For the Agency Name, type “Lehigh University CSO.”
3. Fill in your personal information, and remember to always select “volunteer”!
4. Send the PDF of the clearance to [inarc@lehigh.edu](mailto:inarc@lehigh.edu).

Questions? Email: [inarc@lehigh.edu](mailto:inarc@lehigh.edu)

See you at training on Saturday, September 4<sup>th</sup>!

Farah Elhefnawy  
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