



Cocalico Area Fire Department

Station 17
East Cocalico Township
Lancaster County, Pennsylvania

Membership Application Instructions

Thank you for your interest in becoming a volunteer member of the Cocalico Area Fire Department. The Cocalico Area Fire Department provides Fire and EMS services for portions of East Cocalico, Ephrata Township, Denver Borough (EMS only), and Adamstown Borough (EMS only). Any person, age 14 and older, is eligible to apply for membership. In order to become a member, the following must be sent to the membership committee at the address at the bottom of this page:

- The application, signed, and completed in its entirety
- A non-refundable fee of \$5 (payable by cash or money order)
- PA State Police Background Check (PATCH) completed within one (1) year
- PA Child Abuse Clearance Certification completed within one (1) year

After the completed application and other items shown above have been received, the application will be read at the next monthly business meeting. At this point applicants will enter into a probationary membership period. During the probationary period members are welcome to come to meetings and events at the Fire Company. The probationary period will last for two (2) subsequent monthly business meetings, during which time the application and applicant will be further reviewed by the membership committee. At the third business meeting the applicant's membership will be voted on. This vote will determine if the applicant will be accepted into membership with Cocalico Area Fire Department. The applicant will be informed of the decision within ten (10) days of the vote. After acceptance, members will be subject to a required annual membership fee to maintain their membership.

If you have any questions regarding the application or process please send an email to the Membership Committee at membership@CAFD17.com

Completed applications should be mailed to or hand delivered to:

Cocalico Area Fire Department
Attn: Membership Committee
12 W. Church St.
Stevens, PA 17578



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PA State Police Background Check Instructions

- Go to the following web site: <https://epatch.pa.gov/home>
- Select **New Volunteer Record Check**. On the next page read over the terms and conditions and check the box at the bottom of the page, and then select **Accept**.
- On the next page fill out the Personal Information fields that appear. Under **Organization Name** enter **Cocalico Area Fire Department**. For **Volunteer Organization Phone Number** enter **(717) 336-3958**. Complete the rest of the form with your own personal information and click next.
- Read over the information on the next page, and ensure all the information is correct then click **Proceed**.
- Fill out the form on the next page with all required information, including your social security number, and click **Enter this Request**.
- You will then see a statement at the bottom of the page that says **View Queued Record Check Request**. Click **Finished**.
- Your record check request should appear on the next page. At the bottom of the page click **Submit**.
- Once the check is completed a box will appear that says record check requests. Your name should be listed in the box along with a control number. Click on the control number to access you record check.
- Your record check will appear. Click on certification form. A printable copy of your record should appear. Print the form and send it to the Cocalico Area Fire Department with your application.



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PA Child Abuse Clearance Instructions

- Go To <https://www.compass.state.pa.us/CWIS/public/Home>
 - o Note: We strongly recommend using a browser of either Google Chrome or Mozilla Firefox for this process.
- When you arrive at the child welfare portal you will need to click on **Create Individual Account**.
- On the next page read through the welcome message and then click **Next** at the bottom right corner.
- On the next page you will have to create a Keystone ID/username. The Keystone ID is unique to you, so write it down because you will need it to log in. This requires the following information:
 - o Username
 - o Date of birth
 - o Email address
 - o Selection of 3 personal security questions and answers
 - o System security question (for website security).
- Once all the information is complete click **Finish**.
- You will receive two conformation emails. The first email will be your verification of your Keystone ID/username, and the second email will be your temporary password.
- After you receive the two conformation emails, go back to the site and click **Log In**
- Next, click on **Access My Certifications**. Scroll to the bottom and click on **Continue**.
- On the next page enter your username and the temporary password you were emailed. You will be prompted to create a new password.
- After successful submission, you will be logged out and required to log in again using the password you just created.
- Read through the terms and conditions, and check the box next to I have read and fully understand the terms and conditions, and check the box to agree to the My Child Welfare Account Terms and Conditions and click on **Next**.
- On the next page click **Continue**.
- Next, click on **Create Certification Application**. Scroll to the bottom and click **Begin**. In the Application Purpose section, click on the following:
 - o Application Purpose: Volunteer having contact with children: Applying for the purpose of volunteering as an adult for an unpaid position as a volunteer with a child-care service, a school or a program, activity or service, as a person responsible for the child's welfare or having direct volunteer contact with children.
- Click Next
- Please complete all information required. Please be sure to enter your social security number. You will receive your clearance via email, if you would like receive a copy via mail also, click on "Yes" to receive via mail.



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PA Child Abuse Clearance Instructions Continued

- Continue to click through each of the screens and provide all necessary information. Please provide all the information regarding past addresses as well as all household members that you have lived with since. Not providing the state with all/accurate information may cause a delay in obtaining your Child Abuse Certification. After you have provided all of your past addresses and past household members, it will provide you with a summary screen. If everything is correct, click Next. You will be required to electronically sign your application. Check the box and enter your name.
- Click **Next**.
- You have now completed the process to request your PA Child Abuse Clearance. Once the state has completed your clearance, you will receive an email with the results that you must print out and submit to the Cocalico Area Fire Department along with your application.