

PA PUBLIC SCHOOL CLEARANCE PROCEDURES **for VOLUNTEERS**

ACT 34 CRIMINAL RECORD CHECK— **\$0.00 for Volunteers**

- **Available online:** <https://epatch.state.pa.us/>
- Get started by choosing “Submit a New Record check”, then follow the instructions. Results should appear on screen. Print out the “Invoice” with a copy of the State seal and submit to STSD.
- If the response is “Request Under Review or Pending”, you must periodically check back with the website until your request is processed. Your results will be mailed to you and may not be printed.
- **Available by paper/mail using form #SP4-164**
- Form available at STSD office or www.portal.state.pa.us/portal/server.pt/directory/criminal_history/3548
- For “Name/Requester”: use your own name/address
- Check “Individual/Noncriminal justice Agency” – *there is NO FEE FOR VOLUNTEERS*
- For “Reason for Request”: choose “VOLUNTEER”

ACT 151 CHILD ABUSE HISTORY CLEARANCE--**\$0.00 for VOLUNTEERS**

- **Available online:** <https://www.compass.state.pa.us/cwis/public/home> - there is NO FEE FOR VOLUNTEERS
- Create a Keystone ID, click next
- Provide the required information and click finish. You will immediately receive an email with a temporary password. Go back to <https://www.compass.state.pa.us/cwis/public/home> and click Login
- Access My Clearances and continue
- Login Using your Keystone ID and the password that was emailed to you. You will be prompted to change your password then submit.
- Accept the Terms and Conditions and continue
- Create a clearance application – CAREFULLY read and follow all instructions
- For “Purpose of Clearance”: choose “VOLUNTEER”
- **Available by mail with form #CY113 available at STSD website or** http://www.dhs.state.pa.us/cs/groups/webcontent/documents/form/s_001762.pdf
- For “Applicant Identification”: use your own name/address
- For “Purpose of Clearance”: choose “VOLUNTEER”
- Mail form to address provided

ACT 114 FBI FEDERAL CRIMINAL HISTORY RECORD—digital fingerprinting

- Register with IDEMIA at <https://uenroll.identogo.com> or by calling 1-844-321-2101 (MON-FRI 8 AM – 6 PM)
- When registering online you MUST use the following Service Code: **1KG6Y3**. This ensures your background check is being submitted for the correct purpose (school district volunteer).
- Select “Schedule an Appointment”, then follow the remaining instructions.
- The fee is \$22.50, pay with debit/credit card online or by money order or cashier’s check made out to MorphoTrust at the fingerprinting location. Cash or personal checks will NOT be accepted.
- Local fingerprinting site (additional fingerprinting sites available during the registration process):
 - * BLaST I.U. #17, Springbrook Drive, Canton
- Photo ID required at fingerprinting site
- You will receive a receipt at the fingerprinting site. You must provide this receipt to the hiring entity

OR

VOLUNTEER SWORN AFFIDAVIT (in place of the FBI Fingerprinting only IF you have lived in PA for the past 10 CONSECUTIVE years)

- www.southerntioga.org under Parent Resources/Volunteers
- May also be picked up at the District Administration Office, Blossburg

Recognizing Child Abuse: MANDATED REPORTER TRAINING CERTIFICATE

- <https://reportabusepa.pitt.edu>
Register then follow the instructions for the course. This is a 3-hour course with questions throughout the presentation. Once completed print the certificate.

DO NOT mail the clearance requests forms to the school. When your clearances come back to you from the appropriate agencies, bring the originals to the school office for copying and filing. DO NOT mail the original clearances to the school; they will not be returned.

If you have the SAME clearances from another organization (i.e. church, scouting program, etc.) that are dated less than 1 year from the current date, you may submit these clearances to your school office.