

Directions for Obtaining Clearances

Volunteers working with children must obtain several clearances. Below is information on each and how to obtain them.

Pennsylvania Child Abuse History – Free for volunteers

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

You'll need to create an individual login. Once that has been completed, you will receive an email with a temporary password followed by instructions on creating a permanent password.

For this clearance, you'll need to provide your home addresses since 1975 as well as basic information about your immediate family including full name, age and relationship.

You will receive an email with a link to login and review and print your results.

Pennsylvania Criminal Background Check – Free for volunteers

<https://epatch.pa.gov>

This check requires only your basic information, including social security number. Upon completion of the information, you should be able to print a certificate immediately. If your certificate is not immediately available, please make a note of the control number and the date you submitted the request – you will need these to access and print your certificate. If you are able to print a certificate immediately, keep an electronic copy for your records.

FBI Clearance (Fingerprinting)

This is waived for volunteers who have resided in Pennsylvania for ten years. If you have lived in PA for the requisite ten years, please print the attached *FBI Disclaimer-Affidavit* and sign it. Please be sure to sign the document in the presence of your witness.

If you have not resided in Pennsylvania for the last ten years, information on obtaining this clearance below – the cost is \$27.50.

1. Go to <https://uenroll.identogo.com/>
2. Enter service code "1KG6ZJ"
3. Select 'Schedule or Manage Appointment' – you will be brought to a screen titled "1KG7ZJ – PA DHS Volunteer – Essential Info tab"
4. Enter personal info on the 'Essential Info' tab and click next to continue to the 'Employer' tab

5. Enter employer info on the 'Employer' tab and click next to continue to the 'Citizenship' tab
6. Enter Citizenship Info on 'Citizenship' tab and click next to continue to the 'Personal Questions' tab
7. Enter info on personal questions tab – **for the third question: Do you have an Authorization Code (Coupon Code) that you will be using as a method of payment select no. You will need to pay by check or charge.** Click next to continue to the 'Personal Information' tab
8. Enter personal info on 'Personal Information; tab and click next to continue to the 'Address' tab
9. Enter your mailing address on the 'Address' tab and click next to continue to the 'Documents' tab – (your certificate will be mailed to this address)
10. Select which type of identification documentation you will be bringing with you to be fingerprinted

-Answer yes or no to the question 'Does the name you are enrolling under match the name on all documents selected'.

-It is important to note that if your current name does not match the name on your identification documentation, you will need to bring additional documentation to explain your name change, i.e. a marriage certificate

- Select next to continue to the 'Location' tab

11. Enter your zip code and select the most convenient location for you to have your fingerprinting completed. After you have selected your location select next to continue to the 'Date and Time' tab
12. Select your date, select your time and click submit

Be sure to keep copies of your clearances for your own files! You cannot get copies of the clearances without knowing the exact date you applied.

Once all your clearances are complete, copies should be scanned and emailed to:

Heidi Neuhaus
hneuhaus@uwcr.org

DISCLOSURE STATEMENT APPLICATION FOR VOLUNTEERS
Required by the Child Protective Service Law
23 Pa. C.S. Section 6344.2 (relating to volunteers having contact with children)

I swear/affirm that I am seeking a volunteer position and **AM NOT** required to obtain a clearance through the Federal Bureau of Investigation, as:

- the position I am applying for is unpaid; **and**
- I have been a resident of Pennsylvania during the entirety of the previous ten-year period.

I swear/affirm that I have not been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

I swear/affirm that I have not been convicted of any of the following crimes under Title 18 of the Pennsylvania consolidated statutes or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

Chapter 25	(relating to criminal homicide)
Section 2702	(relating to aggravated assault)
Section 2709	(relating to stalking)
Section 2901	(relating to kidnapping)
Section 2902	(relating to unlawful restraint)
Section 3121	(relating to rape)
Section 3122.1	(relating to statutory sexual assault)
Section 3123	(relating to involuntary deviate sexual intercourse)
Section 3124.1	(relating to sexual assault)
Section 3125	(relating to aggravated indecent assault)
Section 3126	(relating to indecent assault)
Section 3127	(relating to indecent exposure)
Section 4302	(relating to incest)
Section 4303	(relating to concealing death of child)
Section 4304	(relating to endangering welfare of children)
Section 4305	(relating to dealing in infant children)
Section 5902(b)	(relating to prostitution and related offenses)
Section 5903(c) (d)	(relating to obscene and other sexual material and performances)
Section 6301	(relating to corruption of minors)
Section 6312	(relating to sexual abuse of children), or an equivalent crime under Federal law or the law of another state.

I have not been convicted of a felony offense under Act 64-1972 (relating to the controlled substance, drug device and cosmetic act) committed within the past five years.

I understand that I shall not be approved for service if I am named as a perpetrator of a founded report of child abuse within the past five (5) years or have been convicted of any of the crimes listed above or of offenses similar in nature to those crimes under the laws or former laws of the United States or one

of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

I understand that if I am arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law as listed above, or am named as perpetrator in a founded or indicated report, I must provide the administrator or designee with written notice not later than 72 hours after the arrest, conviction or notification that I have been listed as a perpetrator in the Statewide database.

I understand that if the person responsible for employment decisions or the administrator of a program, activity or service has a reasonable belief that I was arrested or convicted for an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law, or was named as perpetrator in a founded or indicated report, or I have provided notice as required under this section, the person responsible for employment decisions or administrator of a program, activity or service shall immediately require me to submit current clearances obtained through the Department of Human Services, the Pennsylvania State Police, and the Federal Bureau of Investigation, as appropriate. The cost of clearances shall be borne by the employing entity or program, activity or service.

I understand that if I willfully fail to disclose information required above, I commit a misdemeanor of the third degree and shall be subject to discipline up to and including denial of a volunteer position.

I understand that the person responsible for employment decisions or the administrator of a program, activity or service is required to maintain a copy of my clearances.

I hereby swear/affirm that the information as set forth above is true and correct. I understand that false swearing is a misdemeanor pursuant to Section 4903 of the Crimes Code.

Name: _____ Signature: _____

Witness: _____ Signature: _____

Date: _____