

Background Checks/Clearances

All volunteers working with children in the state of Pennsylvania are required to submit three clearances: PA child abuse clearance, PA criminal background check, and FBI clearance. Fortunately, the first two are free for volunteers and can be done online. Furthermore, if you have lived in Pennsylvania for more than 10 consecutive years you do **not** need to have the fingerprinting done.

You are welcome to take the training before your clearances have arrived, but you will not be placed on a panel until they've all come in. It can take a few weeks for some to process, so we recommend starting now. If you need help, contact Reshma at rkothari@center4resolutions.org.

We do accept clearances if you already have them for work or another volunteer site. Clearances must be within the last two years.

If you need the clearances please use the links listed below:

Pennsylvania State Criminal Background Check:

<https://epatch.state.pa.us/>

A couple of helpful guidelines:

- This site is free to volunteers.
- Do not use initials. Write out your entire name, including your middle name.
- You do need to list everyone and everywhere you have lived since 1975. Don't worry if you don't have every detail but do the best you can. The more information you provide the more it will accelerate the process.

Pennsylvania Child Abuse Clearance:

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

A couple of helpful guidelines:

- This site is free to volunteers.
- Create an Individual Account.

FBI Clearances:

There are two options to meet this requirement.

- If you have lived outside of Pennsylvania in the last 10 years, a fingerprint based federal criminal history (FBI) submitted through the Pennsylvania State Police or its authorized agent is required; (approx. cost \$25.75 and must be completed at a physical fingerprint location in your area)

https://pacogentid.3m.com/index_dpwNew.htm

- or -

- Volunteers who have been a continuous resident of Pennsylvania for the past 10 years are NOT be required to obtain the FBI Clearance but must swear and affirm in writing that they are not disqualified from volunteer service based upon a conviction of an offense. This will be completed during training for those who qualify.

When you have your child abuse clearance, criminal background check, &/or FBI clearance, please send a copy to us or bring it with you the first night. We keep a copy at the office, and you are free to use the clearances for other venues.