

## **Obtaining PA Child Protection Clearances – Volunteers**

With the implementation of PA Act 153 in January of 2015, all adult volunteers (age 18 and older) registered with a unit in the Moraine Trails Council, serving that unit in any leadership capacity, and having contact with youth on a regular basis must have the required criminal background checks as shown below. This does not apply to parents attending meetings with their child.

### ***1. Pennsylvania State Police Criminal History Check – No Cost***

- a. Go to <https://epatch.state.pa.us>
- b. Click on “New Record Check (Volunteer)”
- c. Check box and click Accept.
- d. Fill in all information required.
- e. Once your request has finished processing, do one of the following:
  - i. If message received is “NO RECORD FOUND”, **print** the Record Check Request Results page clearly showing your Control # and “No Record.”
  - ii. **If a criminal record IS found**, submit the report detailing the criminal record found (which will be mailed to you) to the BSA Scout Executive.
- f. If you have questions, please call: Toll Free at 1-888-783-7972, or (717) 783-9973.

### ***2. PA Department of Human Services Child Abuse History Clearance – No Cost***

- a. Go to <https://www.compass.state.pa.us/cwis/public/home>
- b. Select “Create Individual Account” to begin the process.
- c. Once on the application page, select “Volunteer” as the Application Purpose.
- d. For questions relating to the PA Child Abuse History Clearance, contact the ChildLine Verification Unit at 1-877-343-0494, or (717) 783-6211.

### ***3. Fingerprint Based FBI Criminal Background Check – Fee Applies***

- a. Required for **all** employees and volunteers who have lived outside PA in the last 10 years.
  - i. Exception: Volunteers who are not required to obtain the FBI Clearance because they are applying for an unpaid position and have been a continuous resident of PA for the past 10 years must swear or affirm in writing that they are not disqualified from service based upon a conviction of an offense under §6344. There is a disclosure form you must sign (see attached).
- b. Applicants who do not qualify to submit just the waiver must complete a multi-step process involving first registering and paying online for an FBI Criminal Background Check, and then going to an authorized location for fingerprinting.
  - i. Go to <https://uenroll.identogo.com>
  - ii. Enter **Service Code 1KG6ZJ**
  - iii. “Select the State” = **Pennsylvania**
  - iv. “Choose your agency” = **DHS-OCYF**
  - v. “Reason for Fingerprinting” = **DHS-Volunteer**
  - vi. Follow all instructions necessary to complete the application and fingerprinting process.
- c. Once you receive your clearance, please turn it in to the BSA Scout Executive.