

**Three background checks are required for VOLUNTEERS
who have lived in PA for less than 10 years
(with an alternative to the last one if you've lived in PA for MORE than 10 years):**

- PA Criminal History record check
- PA child abuse clearance
- FBI background check

Steps to Complete PA Criminal History record through PATCH

Cost: free for volunteers

Go to:

<https://epatch.pa.gov/home>

Click on the “New Volunteer Record Check”.

After navigating several screens you will get a result which looks like this:

The screenshot shows the 'Record Check Request Results' page. At the top, it says 'Pennsylvania Access To Criminal History' with the Commissioner's name and the Governor's name. Below that is a navigation bar with 'Home', 'Record Check', and 'Help'. The main content area has a heading 'Record Check Request Results' and a paragraph of instructions. Below this is a table titled 'Record Check Requests' with columns for Control #, Subject Name, Date of Request, and Status. One row is visible with a control number starting with 'R' and a subject name redacted for privacy. Below the table, it says 'One item found.' At the bottom, there is a footer with 'Home | Record Check | Help | Privacy Policy | PA State Police Home Page' and a copyright notice.

Control #	Subject Name	Date of Request	Status
R: xxxxxxxx	Bc redacted for privacy	09/18/2015 01:57 PM	No Record

Click on the blue link starting with an R (shown in this picture covered with a gray box with x's for privacy's sake). That will get you to this screen:

The screenshot shows the 'Record Check Details' page. It has the same header and navigation bar as the previous screenshot. Below the navigation bar is a heading 'Record Check Details' and a paragraph of instructions. The main content area displays details for a specific record check request. Fields include Control #R, Requested by M, Subject Name, Race, Sex, Date of Birth, Social Security #, Reason for Request, Status, Request Date, Last Update Date, Fee, Payment Method, and Invoice #. A blue link 'Certification Form' is visible at the bottom.

Control #R: xxxxxxxx
Requested by M: privacy
Subject Name: Hidden for privacy
Race: [Redacted]
Sex: [Redacted]
Date of Birth: [Redacted]
Social Security #: [Redacted]
Reason for Request: Volunteer
Status: No Record
Request Date: 09/18/2015 01:57 PM
Last Update Date: 09/18/2015 01:57 PM
Fee: \$0.00
Payment Method: Free
Invoice #: R: xxxxxxxx

[Certification Form](#)

You're still not quite done: click on the link that says Certification Form at the bottom of this screen. THAT will get you your actual certificate:

Once this is on your screen you can print it directly, or you can start the printing process and then in the print dialogue tell your computer to save it as a PDF, which you will be able to print or email directly to us.

Steps to complete PA child abuse clearance through Childline

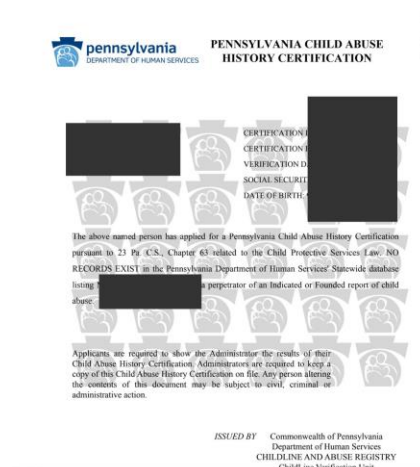
Cost: free for volunteers

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

1. Click on "Create Individual Account" (unless you have done this before, in which case you can choose "Individual Login")
2. Check your email for your Username (which you just created) and a temporary password
3. Log back in using the temporary password
4. Create a permanent password, with very specific guidelines about what is permitted/required
5. Log back in AGAIN using the permanent password
6. Create an application for your clearance, which involves listing every PERSON and PLACE that you have lived in/with since 1975. No, we're not kidding. If you can't remember some details that's okay – they won't come after you. But try.

Often times there is an option after that final screen to click - access your clearance. You might need to wait about 2 weeks for the agency to complete your check. At that point, they should email you that your clearance is ready and you should be able to access it online, especially if you wrote down your extremely complicated password. They will also mail you a copy if you selected that option.

Your clearance form looks like this:



EITHER submit a Volunteer Application OR have your fingerprints taken for an IndentiGo FBI background check

If you have lived in Pennsylvania for ALL of the past 10 years, you can download the Volunteer Application [here](#), print it out, sign it, have someone witness that you signed it (does not need to be notarized or anything – just someone else who saw you sign it) and send it to us either by scanning, mailing, or handing it to us in person.

If you have NOT lived in Pennsylvania for ALL of the past 10 years, you will need to register online to have your fingerprints taken for an FBI background check.

Cost: \$22.60

First, register online and print the receipt:

Go to: <https://uenroll.identigo.com/>

- Enter the following volunteer worker Service Code: 1KG6ZJ
- Select 'Schedule or Manage Appointment'

- Fill in requested information on each screen and click 'next' to proceed to next screen
- Schedule an appointment date, time, and location
<https://www.identogo.com/locations> (or you may choose 'walk-in').
- Print the Registration Complete page with the Registration ID included. (You will also receive an email confirmation)

Next, take the receipt, 2 forms of ID, and payment method (credit card, check or money order) to a fingerprinting facility.

Go to the fingerprint site as scheduled.

You will eventually receive an email with a verification letter attached.

NOTE: it is VERY IMPORTANT to use the correct code listed above in bold type. For reasons best known to bureaucracy, there are multiple ways to get an FBI fingerprint background check in PA. Some of those ways result in a document we can accept, others do not. For example, if you work or volunteer in a school and had your fingerprints done there, we cannot accept the unofficial printout showing that for this portion of the background check process.

All of these certifications are good for FIVE years.

You could also complete a course on **Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania Online Training**. To do so, go to <https://www.reportabusepa.pitt.edu>. Print or save your certificate to provide to us. We do not require this training but do recommend it.