Act 153 Clearance Information Sheet – Volunteer

Volunteers must obtain the following certifications:

- Report of criminal history from the Pennsylvania State Police (PSP); and
  Child Abuse History certification from the Department of Human Services (Child Abuse).

- A fingerprint based federal criminal history (Federal Bureau of Investigation) submitted through the Pennsylvania State Police or its authorized agent *is NOT required as long as:*

The position the volunteer is applying for is an unpaid position; AND the volunteer has been a resident of the Commonwealth of Pennsylvania for the entirety of the previous 10 years.

Volunteers who are not required to obtain the FBI certification because they are applying for an unpaid position and have been a continuous resident of Pennsylvania 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.

DHS Affirmation Form for Volunteers:

https://www.dhs.pa.gov/KeepKidsSafe/Resources/Documents/Disclosure%20Statement%20for%20Volunteers.pdf

If a volunteer has not been a resident of Pennsylvania for the previous 10 years but obtained their FBI certification at any time since establishing residency, they must provide a copy of the certification to the person responsible for the selection of volunteers and they are not required to obtain any additional FBI certifications.

If a volunteer has not been a resident of Pennsylvania for the previous 10 years, and has not obtained their FBI certification, they must obtain that certification. **See Act 114 – FBI Clearance instructions below**. *Current cost is $23.25 for volunteers.*

ACT 114 – FBI Clearance - *Please submit your UEID Number (the receipt) after your prints are scanned.*
https://uenroll.identogo.com

All school volunteers must now obtain a Volunteer Service Code from the Pennsylvania Department of Human Services (DHS). Contact DHS for a service code at 1-877-371-5422 or email RA-PWCPSLQUASTIONS@pa.gov. To obtain a Service Code, individuals must contact DHS Directly at 1-877-371-5422 or RA-PWCPSLQUESTIONS@PA.gov. Register/schedule an appointment with IdentoGO through the above site. Enter the Service Code in the allocated area. The website will assist you in finding a service center location and what documents you must take with you when you proceed to your appointment. Once you have had your prints scanned, you will receive a receipt.

ACT 34 – Pennsylvania Criminal History Check - *Please use the website for this clearance not the printed form.*

https://epatch.pa.gov

Go to "New Record Check – Volunteers only" and follow the instructions through to the Certification Page. Once the Search Results Table appears, click on the Control Number. *(Hint: Write down the Control Number for future reference.)* The Record Check Details page is opened. Click on the **Certification Page** to access your official Clearance. The Record Check Details page is only a receipt and not acceptable as a 'clearance'.

ACT 151 – Pennsylvania Child Abuse Clearance - *Please use the website for this clearance not the printed form.*

NOTE: Effective December 31, 2014 an electronic form will be available to apply for your Child Abuse clearance online through the PA Child Welfare Portal at **https://www.compass.state.pa.us/CWIS.**

Once at the website, choose 'create individual account,' then hit 'next.' You will then be prompted to create a user name and password (keystone ID). *This is a time intensive online questionnaire that requires knowledge of previous personal information, such as past addresses*.