



Life is beautiful.

VOLUNTEERS

F R E Q U E N T L Y A S K E D Q U E S T I O N S

AS OF JANUARY 1, 2019, THE FEDERAL BUREAU OF INVESTIGATIONS (FBI) WILL INCREASE THE COST OF THE FEDERAL CRIMINAL HISTORY CLEARANCE TO \$23.85 FOR EMPLOYEES AND \$22.60 FOR VOLUNTEERS.

Who needs clearances?

Adults applying for or holding an unpaid position as a volunteer with a child care service, school, program, activity, or service responsible for a child's welfare or having direct volunteer contact with children will need clearances.

Examples of unpaid positions as a volunteer responsible for the welfare of a child or having direct contact with children can include:

- Parent/chaperone at school events
- Girl Scouts/Boy Scouts
- Agency volunteers who help with transportation or other services
- Big Brothers/Big Sisters
- Literacy programs
- Little League/coaches/sports officials
- Church Sunday school teachers, child event coordinators
- Hospital volunteers
- Bible Schools

- Librarians
- Day camps
- School officials/referees
- Employees that supervise minors through an internship, externship, work study, co-operative, or similar program

What is the definition of child?

For purposes of clearances, a child is an individual under 18 years of age.

How is direct volunteer contact with children defined?

Direct volunteer contact with children is defined in §6303 (relating to definitions) as the care, supervision, guidance or control and routine interaction with children. Routine interaction with children is defined in §6303 as regular and repeated contact that is integral to a person's employment or volunteer responsibilities.

How do I determine which volunteers in my agency or organization needs clearances?

Please review the following four questions to determine if volunteers in your agency/organization will need clearances:

1. Is the volunteer an adult? Only adults (18 years of age or older) require clearances. If the answer to the question is "yes," please move on to the next questions.
2. Is the adult volunteer responsible for the welfare of a child? If the volunteer is acting in lieu of or on behalf of a parent, they will need clearances.
3. Does the adult volunteer have direct contact with children? Consider if the adult volunteer provides care, supervision, guidance or control of children. As the terms above are not defined in statute, we suggest that the

NOTE: The above list is NOT inclusive of all volunteers.



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common meaning of these terms be used, with child safety serving as the paramount consideration. If it is determined that the adult volunteer provides care, supervision, guidance or control of a child or children, then they will require clearances.

- 4. Does the adult volunteer have routine interaction with children? With regard to routine interaction, consideration should be given to what the volunteer’s role is within the agency or organization. Is their contact with children regular, ongoing contact that is integral to their volunteer responsibilities? If yes, then clearances are required.

Which clearances are needed?

All prospective volunteers must obtain the following clearances:

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

Additionally, a fingerprint based federal criminal history (FBI) submitted through the Pennsylvania State Police or its authorized agent is required if the volunteer has lived outside the Commonwealth of Pennsylvania in the last 10 years.

If the volunteer is not required to obtain clearances, they must swear

or affirm in writing that they are not disqualified from service based upon a conviction of an offense under §6344.

When are clearances needed?

All prospective volunteers must submit clearances prior to the commencement of service.

Are employees that supervise minors through an internship, externship, co-operative, work study or similar program required to obtain clearances?

Yes. Employees that supervise minors through an internship, externship, co-operative, work study, or similar program are required to obtain clearances because the supervisor is considered responsible for the child’s welfare while participating in the program with the employer.

Are there exceptions to the clearance requirements for minors?

Yes. A minor (ages 14-17) applying for or holding a paid position in which they would be responsible for a child’s welfare or have direct contact with children through a program, activity, or service is required to submit only their child abuse and PSP clearances if both of the following apply:

- 1. The minor employee has been a resident of the commonwealth during the entirety of the previous 10-year period or, if not a resident

of Pennsylvania during the entirety of the previous 10-year period, has received an FBI clearance at any time since establishing residency in the commonwealth.

- 2. The employee and their parent or legal guardian swear or affirm in writing that the minor child/employee are not disqualified from service under the grounds for denying employment or have not been convicted of an offense 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 foreign nation, or under a former law of this commonwealth.

Have the requirements changed for employees who supervise minors through an internship, externship, co-operative, work study, or similar program?

Yes. Act 54 of 2018 states that employees who participate in an internship, externship, co-operative, work study or similar program with a school, who have identified as the minor’s supervisor and the person responsible for the child’s welfare are required to obtain the report of criminal history from the Pennsylvania state police and the child abuse clearance from the Department of Human Services



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— which are now provided free of charge for these employees, as they are considered volunteers under §§6344.2(a). The employee is not required to obtain the fingerprint-based criminal history (FBI) unless they have lived outside of the commonwealth in the last 10 years.

What is the renewal requirement for clearances?

All volunteers will be required to obtain clearances every 60 months. Time frames for renewed clearances are based upon the date of each individual clearance. If an individual or agency elected to renew all clearances at the same time, the date of the oldest clearance rather than the most recent would be used.

How do I obtain my clearances?

The Child Abuse, PSP, and FBI clearances can all be applied and paid for electronically. The FBI clearance also requires a fingerprint submission. All necessary instructions and links to apply for these clearances can be found on the “Get a Clearance” page of the KeepKidsSafe.pa.gov website.

Is the use of a third-party vendor to process clearances acceptable?

Third-party vendors may be used to process Child Abuse, PSP, and

FBI clearances using the steps established above. They are not permitted to conduct background checks or clearances through other databases in lieu of the steps outlined above. In addition, persons responsible for the selection of volunteers remain responsible for selection decision based upon the information obtained.

How much do clearances cost?

- The PSP clearance is free.
- The Child Abuse clearance is free.
- The FBI clearance costs \$22.60 through the Department of Human Services.
- The FBI clearance costs \$22.60 through the Department of Education.

Who pays for clearances?

The volunteer is responsible for paying the cost of the required clearances. However, some agencies choose to pay for clearances for their volunteers and are able to establish business accounts to pay for clearances. The only time an agency is required to bear the cost of the clearance is when there is reasonable belief that the volunteer was arrested or convicted of an offense that would deny participation or named as a perpetrator in an indicated or founded report. In these situations, the agency must

immediately require the volunteer to obtain their clearances.

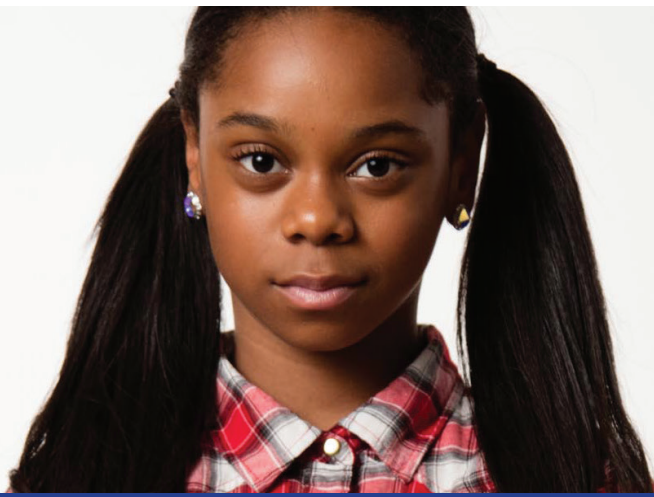
Can an agency or organization pay for clearances?

Child Abuse clearances

Yes. Agencies and businesses can pay for child abuse history clearances by registering for a Business Partner user account using the “Organization Account Access” link on the Child Welfare Portal, (www.compass.state.pa.us/cwis/public/home). The business account will allow organizations to purchase Child Abuse clearance payment codes to be distributed to applicants or employees. Individual applicants or employees will then go onto the Child Welfare Portal to apply for the clearance using the code. The pre-purchased codes can only be used once and allows the organization to have access to the applicant’s Child Abuse clearance results once those results are processed.

FBI clearances

An agency pay agreement/business account can also be created between an organization and the FBI, or its authorized agent, for payment of FBI clearances. Information on creating an agency pay agreement for FBI clearances through the Department of Human Services can be found on the “Get a Clearance” page of the KeepKidsSafe.pa.gov website.



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PSP clearances

An agency business account can be requested from the Pennsylvania State Police to pay for clearances in bulk by calling 1-888-783-7972 and selecting Option 3. Organizations are also able to pay for applicant's PSP clearance on an individual basis by using a credit card if applying online or submitting a paper check if applying by mail.

Do I still need to submit a copy of my PSP or FBI clearance results when applying for my child abuse clearance?

Volunteers are no longer required to submit a copy of their PSP or FBI clearances with their Child Abuse application. If the department receives copies attached to the child abuse application, those copies will not be returned and will be shredded due to the confidential nature of the information contained on the clearances.

Are there other requirements?

If a volunteer is arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service, or is named as a perpetrator in a founded or indicated report, the volunteer must provide the

administrator or their designee with written notice not later than 72 hours after the arrest, conviction or notification that the person has been listed as a perpetrator in the statewide database.

A volunteer who willfully fails to disclose information as required above commits a misdemeanor of the third degree and shall be subject to discipline up to and including termination or denial of a volunteer position.

What is the provisional clearance requirement for volunteers?

Individuals who reside in another state or country may serve as a volunteer for no more than 30 days in a calendar year, as long as they provide clearances from their state or country of residence. If the individual will be volunteering for more than 30 days in a calendar year, they must obtain clearances as outlined in this FAQ under "Which clearances are needed." Volunteers who reside in Pennsylvania do not have a provisional period and must obtain mandated clearances for Pennsylvania.

Is the person responsible for acceptance of volunteers required to keep a copy of my clearances?

Yes, pursuant to § 6344 (b.1), the employer, administrator, supervisor or other person responsible for employment decisions or acceptance of the individual to serve in any capacity requiring clearances, shall maintain copies of the required information.

Agencies are reminded that the Child Abuse clearance information is confidential and may not be released to other individuals.

Can an agency or organization institute additional standards?

Yes, nothing prohibits the employer or person responsible for a program, activity or service from making employment, discipline or termination decisions or establishing additional standards as part of the hiring or selection process for employees or volunteers.

Can my clearances be transferred?

Yes, any person who obtained their clearances within the previous 60 months may serve in a volunteer capacity for any program, activity or service. Clearances obtained for volunteer purposes may not be used for employment



VOLUNTEERS | FREQUENTLY ASKED QUESTIONS

As a volunteer, do I obtain my Federal Bureau of Investigation Criminal History check through the Department of Education or the Department of Human Services?

The agency under which an applicant should submit their FBI clearance application is based on the agency or organization for which they intend to volunteer. If the applicant intends to volunteer in a school or at a school related function, they would apply for their FBI clearance through the Department of Education. If the applicant intends to volunteer with children in any other capacity outside of a school setting or function, such as a group home for children, in a church, as a Little League or soccer coach, etc., they would apply for

their FBI clearance through the Department of Human Services.

We are an agency located outside of Pennsylvania but have volunteers providing services within Pennsylvania. What are the clearance requirements?

If approved by the person responsible for the selection of volunteers are permitted to serve on a provisional basis for no more than 30 days in a calendar year. However, this is only permitted if that volunteer is in compliance with the clearance standards of the jurisdiction in which they live and they provide documentation of this. If the volunteer's service will exceed 30 days within a calendar year then

volunteers are required to obtain all three Pennsylvania mandated clearances.

We are an adult, volunteer agency who sometimes has children attend or the children ask to participate in the organization's activities. What are the clearance requirements?

Allowing children to join an adult volunteer organization requires members to obtain clearances if those members would have direct contact with children.

It is recommended that you also review the other section of this FAQ titled, "Who needs clearances?" for additional information.

Life is beautiful.

Pennsylvania Child Abuse History Clearance

CHILD ABUSE HISTORY CLEARANCE (CY113)

COST

- **Free** — Volunteers
- **\$13** — Employees, Foster/Adoptive

Note: Child abuse clearance fees for volunteers will continue to be waived one time every 57 months.

HOW TO SUBMIT AN APPLICATION

Online Submission

The Pennsylvania Child Abuse History clearance can be submitted and paid for online through the [Child Welfare Information Solution \(CWIS\) self-service portal](https://www.compass.state.pa.us/cwis/public/home). (https://www.compass.state.pa.us/cwis/public/home). Submitting an application online allows individual applicants to receive their results through an automated system that will notify them once their results have been processed. Applicants will be able to view and print their results online.

The self-service portal also provides organizations the ability to create business accounts to prepay for child abuse clearances and have online access to the results. Organizations who want to set up business accounts must first register for a Business Partner User account using the “Organization Account Access” link on the Child Welfare Portal. Organization accounts will allow businesses and organizations to purchase child abuse history clearance payment codes and distribute those codes to applicants. When an applicant uses a code given to them by an organization, the organization will have access to the applicant’s child abuse history clearance results once those results are processed.

Child Welfare Portal

Keep Kids Safe - Pennsylvania | Commonwealth of PA - Key | Pennsylvania Child Welfare Information Solution

https://www.compass.state.pa.us/CWIS/Public/Home

PA STATE AGENCIES | PA ONLINE SERVICES

FAQ | Contact Us

pennsylvania
CHILD WELFARE INFORMATION SOLUTION

Need Help? Contact the CWIS Support Center at 1-877-343-0494

If the child you would like to report on is in immediate danger, please call 911 immediately.

WELCOME TO THE
Child Welfare Portal

Our service provides a means for individuals to apply for PA Child Abuse History Clearance online and for mandated reporters to report child abuse in Pennsylvania.

[INDIVIDUAL LOGIN](#) [CREATE INDIVIDUAL ACCOUNT](#)

Organizations can manage PA Child Abuse History Clearances online for their employees and volunteers

[ORGANIZATION LOGIN](#) [CREATE ORGANIZATION ACCOUNT](#)

Type here to search

12:55 PM 10/2/2019

Welcome to the Child Welfare Portal

1. If you do not have a Keystone ID, you will first need to select **Create Individual Account**.

Create Keystone ID: Profile Information – Complete required information and select Finish. (Make sure you remember the answers to the security questions.)

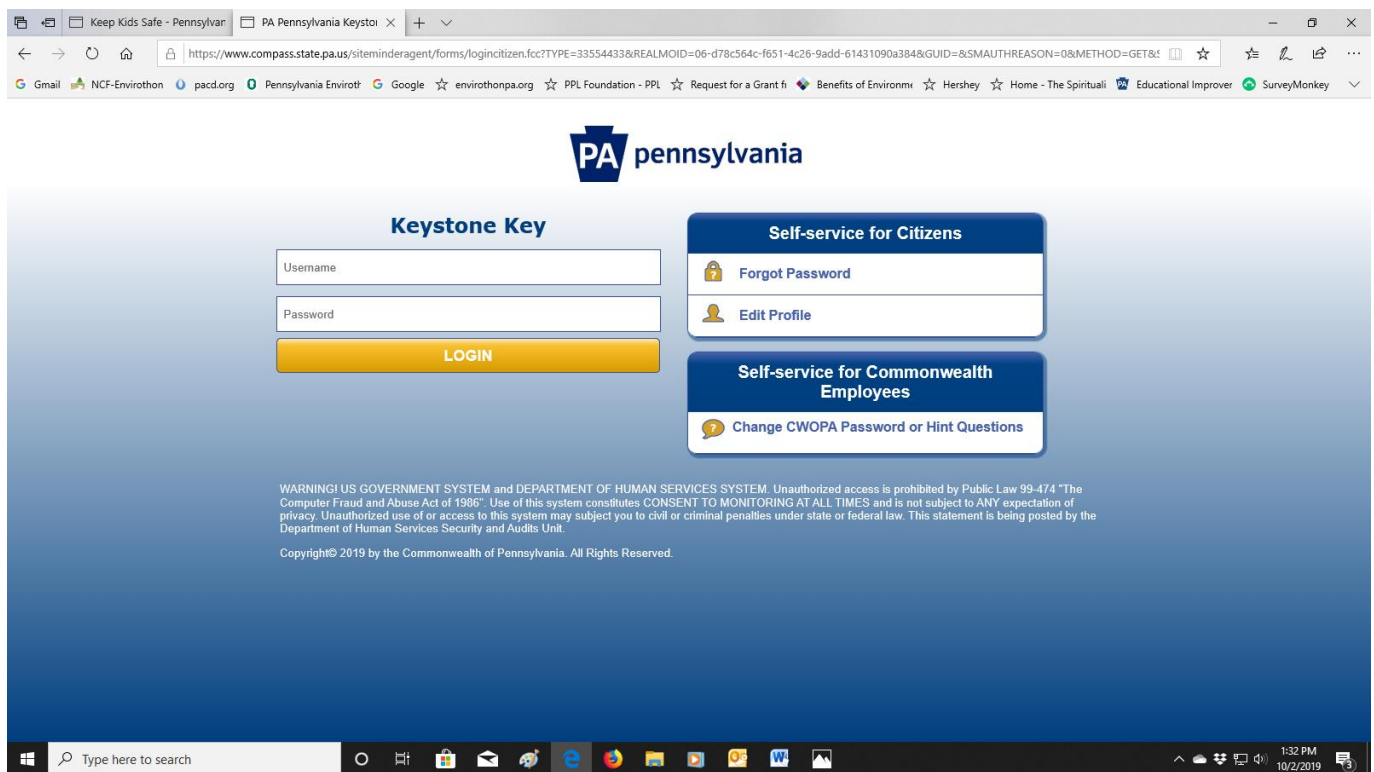
By completing the Profile information, you will also create your Keystone ID and password.

2. Select **Individual Login** on the Child Welfare Portal page.

You will be asked, “What Would you Like to do Today?”

Select **ACCESS MY CLEARANCES**

Review Learn More page and select Continue. You should see the below screen.



Keystone Key

Enter your Username (not your email address) and your Password and select Login.

You will then see a page that asks, “How do you want to verify your account?” Select your preferred method. Enter the provided security code. You will then see a page that asks, “What type of device are you using?” Select your device.

You will then be directed to the **My PA Child Abuse History Clearances** page. Select **Create New Application**.

You will then be directed to the **Getting Started** page. Review What to Expect, Information you will Need, Volunteer Applicants, and Additional information.

Select **Begin** and complete Application.

Once application is completed you can determine if you would like a Certificate mailed via U.S.P.S., select Yes.

You can also print a copy of your certificate upon completing the application process.

Paper Submission

- [CY113 form - English Child Abuse Clearance](#)
- [CY113 form - Spanish Child Abuse Clearance](#)

Paper submissions of the Pennsylvania Child Abuse History Clearance application will still be accepted for anyone who may not have access to the internet. Please note results will be received more quickly if applied for electronically through the [self-service portal](https://www.compass.state.pa.us/cwis/public/home) (<https://www.compass.state.pa.us/cwis/public/home>).

Submit paper applications to:

ChildLine and Abuse Registry

Pennsylvania Department of Human Services

PO Box 8170

Harrisburg, PA 17105-8170

The instructions for how to complete the Pennsylvania Child Abuse History Clearance application are now included on the last page of the application and can be printed for easy reference when completing the application. Failure to comply with the instructions that are attached to the application will cause considerable delay in processing the results.

Applicants can now type their information directly onto the application or the information can be legibly handwritten onto the application.

If the information is typed directly onto the application, the information will NOT be able to be saved on a computer unless the computer has a licensed version of the acrobat adobe software. Therefore, please be sure to print the completed application before closing the document so that the information typed on the application is not lost.

If you have trouble accessing the application you may need to download the latest version of Adobe Reader, which is available free on the internet.

Once the application is received in the ChildLine and Abuse Registry's Verification Unit, the results of the Pennsylvania Child Abuse History Clearance will be mailed to the applicant's address that was noted on the application within 14 days from the date that the application is received in the ChildLine Verification Unit.

An applicant can request that a Pennsylvania Child Abuse History Clearance be mailed to an organization by completing a Consent Release of Information Authorization Form. Both the applicant and organization must sign the form and the form must be attached to a paper Child Abuse History Clearance application submitted via mail in order for the results to be released to the organization. Older versions of the Consent Release Form without a signature line for the organization will not be accepted and the certification result will be returned directly to the applicant, not the organization.

NOTE: Results cannot be sent to someone other than the applicant if applying for a Child Abuse History Clearance electronically via the online link above. If an organization pays the application fee, they will have the ability to access an applicant's results online if they set up a business account and provide the prepaid code to the applicant.

- [CY 999 -Consent/Release of Information Authorization Form](#)

QUESTIONS

For questions related to the Pennsylvania Child Abuse History Clearance, please contact the ChildLine Verification Unit at 717-783-6211 or toll free at 1-877-371-5422.

PENNSYLVANIA CHILD ABUSE HISTORY CERTIFICATION

Type or print clearly in ink. If obtaining this certification for non-volunteer purposes or if, as a volunteer having direct volunteer contact with children, you have obtained a certification free of charge within the previous 57 months, enclose an \$13.00 money order or check payable to the PENNSYLVANIA DEPARTMENT OF HUMAN SERVICES or a payment authorization code provided by your organization. **DO NOT send cash.**

Certifications for the purpose of "volunteer having direct volunteer contact with children" may be obtained free of charge once every 57 months.

Send to CHILDLINE AND ABUSE REGISTRY, PA DEPARTMENT OF HUMAN SERVICES, P.O. BOX 8170 HARRISBURG, PA 17105-8170.

APPLICATIONS THAT ARE INCOMPLETE, ILLEGIBLE OR RECEIVED WITHOUT THE CORRECT FEE WILL BE RETURNED UNPROCESSED. IF YOU HAVE QUESTIONS CALL 717-783-6211, OR (TOLL FREE) 1-877-371-5422.

PURPOSE OF CERTIFICATION (Check one box only)

- | | |
|---|---|
| <input type="checkbox"/> Foster parent
<input type="checkbox"/> Prospective adoptive parent
<input type="checkbox"/> Employee of child care services
<input type="checkbox"/> School employee governed by the Public School Code
<input type="checkbox"/> School employee not governed by the Public School Code
<input type="checkbox"/> Self-employed provider of child-care services in a family child-care home
<input type="checkbox"/> An individual 14 years of age or older applying for or holding a paid position as an employee with a program, activity, or service
<input type="checkbox"/> An individual seeking to provide child-care services under contract with a child care facility or program
<input type="checkbox"/> An individual 18 years or older who resides in the home of a foster parent for children for at least 30 days in a calendar year
<input type="checkbox"/> An individual 18 years or older who resides in the home of a certified or licensed child-care provider for at least 30 days in a calendar year
<input type="checkbox"/> An individual 18 years or older, excluding individuals receiving services, who resides in a family living home, community home for individuals with an intellectual disability, or host home for children for at least 30 days in a calendar year
<input type="checkbox"/> An individual 18 years or older who resides in the home of a prospective adoptive parent for at least 30 days in a calendar year | <input type="checkbox"/> Volunteer having direct volunteer contact with children
If purpose is volunteer having direct volunteer contact with children, choose SUB PURPOSE:
<input type="checkbox"/> Big Brother/Big Sister and/or affiliate
<input type="checkbox"/> Domestic violence shelter and/or affiliate
<input type="checkbox"/> Rape crisis center and/or affiliate
<input type="checkbox"/> Other: _____
<input type="checkbox"/> PA Department of Human Services Employment & Training Program participant (signature required below)

<div style="display: flex; justify-content: space-between;"> _____
SIGNATURE OF OIM/CAO REPRESENTATIVE _____
OIM/CAO PHONE NUMBER </div> |
|---|---|

AGENCY/ORGANIZATION NAME:

PAYMENT AUTHORIZATION CODE, IF APPLICABLE:

- Consent/Release of Information Authorization form is attached. Applicant must fill in the "Other Address" sections. By completing the other address sections, you are agreeing that the organization will have access to the status and outcome of your certification application.

APPLICANT DEMOGRAPHIC INFORMATION (DO NOT USE INITIALS)

FIRST NAME	MIDDLE NAME	LAST NAME	SUFFIX
SOCIAL SECURITY NUMBER	GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Not reported	DATE OF BIRTH (MM/DD/YYYY)	AGE

Disclosure of your Social Security number is voluntary. It is sought under 23 Pa.C.S. §§ 6336(a)(1) (relating to information in statewide database), 6344 (relating to employees having contact with children; adoptive and foster parents), 6344.1 (relating to information relating to certified or licensed child-care home residents), and 6344.2 (relating to volunteers having contact with children). The department will use your Social Security number to search the statewide database to determine whether you are listed as the perpetrator in an indicated or founded report of child abuse.

HOME ADDRESS	MAILING ADDRESS (if different from home address)	OTHER ADDRESS (if Consent/Release of Information Authorization form is attached)
ADDRESS LINE 1	ADDRESS LINE 1	ADDRESS LINE 1
ADDRESS LINE 2	ADDRESS LINE 2	ADDRESS LINE 2
CITY	CITY	CITY
COUNTY	COUNTY	COUNTY
STATE/REGION/PROVINCE	STATE/REGION/PROVINCE	STATE/REGION/PROVINCE
ZIP/POSTAL CODE	ZIP/POSTAL CODE	ZIP/POSTAL CODE
COUNTRY	COUNTRY	COUNTRY
<input type="checkbox"/> Different mailing address	ATTENTION	ATTENTION

CONTACT INFORMATION

HOME TELEPHONE NUMBER	WORK TELEPHONE NUMBER	MOBILE TELEPHONE NUMBER
EMAIL (By submitting an email contact, you are agreeing to ChildLine contacting you at this address.)		

INSTRUCTIONS TO COMPLETE THE PENNSYLVANIA CHILD ABUSE HISTORY CERTIFICATION APPLICATION:

General:

- Type or print clearly and neatly in ink only.
- If obtaining this certification for non-volunteer purposes or if, as a volunteer having direct volunteer contact with children, you have obtained a certification free of charge within the previous 57 months, enclose an \$13.00 money order or check for each application. No cash will be accepted. Personal, agency, or business checks are acceptable. Certifications for the purpose of "volunteer having direct volunteer contact with children" may be obtained free of charge once every 57 months. If no payment is enclosed for a non-volunteer purpose, you must provide a payment authorization code, otherwise your application will be rejected and returned to you.
- **DO NOT SEND POSTAGE PAID RETURN ENVELOPES** for us to return your results. Results are issued through an automated system generated mailing process.
- Certification results will be mailed to you within 14 days from the date the certification application is received at the ChildLine and Abuse Registry.
- Failure to comply with the instructions will cause considerable delay in processing the results of an applicant's child abuse history certification application.

Purpose of Certification - Do not check more than one box:

- Check the **foster parent** box if applying for purposes of providing foster care.
- Check the **prospective adoptive parent** box if applying for the purpose of adoption.
- Check the **employee of child care services** box if applying for the purpose of child care services in the following:
 - Child day care centers; group day care homes; family day care homes; boarding homes for children; juvenile detention center services or programs for delinquent or dependent children; mental health services for children; services for children with intellectual disabilities; early intervention services for children; drug and alcohol services for children; and day care services or other programs that are offered by a school.
- Check the **school employee governed by the Public School Code** box if you are a school employee who is required to obtain background checks pursuant to Section 111 of the Public School Code and will continue to be required to obtain background checks prior to employment in accordance with that section and on the periodic basis required by Act 153.
- Check the **school employee not governed by the Public School Code** box if you are a school employee not governed by Section 111 of the Public School Code, but covered by Act 153 (pertaining to school employees in institutions of higher education).

Definition of school employee: A school employee is defined as an individual who is employed by a school or who provides a program, activity or service sponsored by a school. The term does not apply to administrative or other support personnel unless they have direct contact with children.

Definition of school: A facility providing elementary, secondary or postsecondary educational services. The term includes the following:

- (1) Any school of a school district.
 - (2) An area vocational-technical school.
 - (3) A joint school.
 - (4) An intermediate unit.
 - (5) A charter school or regional charter school.
 - (6) A cyber charter school.
 - (7) A private school licensed under the act of January 28, 1988 (P.L. 24, No. 11), known as the Private Academic Schools Act.
 - (8) A private school accredited by an accrediting association approved by the state Board of Education.
 - (9) A non-public school.
 - (10) An institution of higher education.
 - (11) A private school licensed under the act of December 15, 1986 (P.L. 1585, No. 174), known as the Private Licensed Schools Act.
 - (12) The Hiram G. Andrews Center.
 - (13) A private residential rehabilitative institution as defined in section 914.1-A(c) of the Public School Code of 1949.
- Check the **self-employed provider of child-care services in a family child-care home** if providing child care services in one's home (other than the child's own home) at any one time to four, five, or six children who are not relatives of the caregiver.
 - Check the **individual 14 years of age or older who is applying for or holding a paid position as an employee** box if the employment is with a **program, activity, or service, as a person responsible for the child's welfare or having direct contact with children:** Applying as an employee who is responsible for the child's welfare or having direct contact (providing care, supervision, guidance, or control to children or having routine interaction with children) in any of the following in which children participate and which is sponsored by a school or public or private organization:
 - A youth camp or program;
 - A recreational camp or program;
 - A sports or athletic program;
 - A community or social outreach program;
 - An enrichment or educational program; and
 - A troop, club, or similar organization
 - Check the **individual seeking to provide child care services under contract with a child care facility or program** box if you are providing child care services as part of a contract or grant funded program.
 - Check the box for **individual 18 years or older who resides in the home of a foster parent for at least 30 days in a calendar year** if you are an adult household member in this setting and require certification.
 - Check the box for **individual 18 years or older who resides in the home of a certified or licensed child-care provider for at least 30 days in a calendar year** if you are an adult household member in this setting and require certification.

Pennsylvania State Police Criminal Record Check

PENNSYLVANIA STATE POLICE CRIMINAL RECORD CHECKS FOR EMPLOYMENT OR VOLUNTEERS

COST

- **Free** — Volunteers
- **\$22** — Employees, Foster/Adoptive Parents

HOW TO SUBMIT AN APPLICATION

There are two methods of requesting a Pennsylvania Criminal record:

Online Request

The Pennsylvania State Police have established a web-based computer application called [“Pennsylvania Access To Criminal History,” \(PATCH\)](https://epatch.state.pa.us/Home.jsp) (https://epatch.state.pa.us/Home.jsp). Results are received immediately when applied for online.

Select **New Record Check** (Volunteers Only). Go to the Volunteer Acknowledgement Section, check the box, and select Accept to go to the next step. Complete the required information and select submit.

The screenshot shows a web browser window displaying the Pennsylvania Access To Criminal History (PATCH) website. The browser's address bar shows the URL <https://epatch.state.pa.us/Home.jsp>. The website header includes the Pennsylvania State Police logo, the text "Pennsylvania Access To Criminal History", and the names of Commissioner Robert Evanchick and Governor Thomas W. Wolf. A navigation menu contains "Home", "Record Check", and "Help".

The main content area features a welcome message: "Welcome to Pennsylvania Access To Criminal History". Below this, it states: "The PATCH unit will no longer mail out any PATCH check that is requested on the EPATCH web site. It will be the responsibility of the requestor to print out the No Record or Record response." A "PATCH Helpdesk 1-888-QUERY-PA (1-888-783-7972)" link is provided. A note indicates: "All requests for Notarized copies of a Criminal Record Check MUST BE submitted by mail." Three main navigation buttons are visible: "New Record Check (Volunteers only)", "Submit a New Record Check", and "Check the status of a Record Check". A link for "Registered PATCH Accounts" is also present, with a note: "(Only used by pre-approved organizations)".

At the bottom, there is a section titled "Why does PATCH exist?" with a paragraph explaining its purpose: "Its purpose is to better enable the public to obtain criminal history record checks. The repository was created and is maintained in accordance with Pennsylvania's Criminal History Information Act contained in Chapter 91 of Title 18, Crimes Code. This Act also directs the Pennsylvania State Police (PSP) to disseminate criminal history data to criminal justice agencies, non-criminal justice agencies and individuals on request. Criminal justice agencies can access all of an individual's criminal history record information (CHRI). Requests made by noncriminal justice agencies and individuals are subject to edit criteria contained in the law." To the right of this text is a graphic featuring a clipboard with a PSP P.A.T.C.H. logo, a computer monitor, and a pair of handcuffs.

The Windows taskbar at the bottom shows the search bar with "Type here to search", several application icons, and the system tray displaying the time as 1:55 PM on 10/2/2019.

Paper Request

- [Download the Criminal History Request Form — SP4-164](#) (Updated 12/2017)
- [Download the Criminal History Request Form: Volunteer Only — SP4-164A](#) (Updated 12/2017)
- [Download the Individual Access and Review Request Form — SP4-170](#) (Updated 12/2017)

QUESTIONS

If you have questions about the Pennsylvania State Police Request for Criminal Record Checks form for employment (SP4 164) or to volunteer (SP4-164A), please call: (717) 783-9973 or toll free 1-888-783-7972.

**PENNSYLVANIA STATE POLICE
REQUEST FOR CRIMINAL RECORD CHECK
VOLUNTEER ONLY**

1-888-QUERYPA (1-888-783-7972)

This form is to be completed in ink by the requester – (information will be mailed to the requester only). If this form is not legible or not properly completed, it will be returned unprocessed to the requester. A response may take four weeks or longer.

TRY OUR WEBSITE FOR A QUICKER RESPONSE
<https://epatch.state.pa.us>

REQUESTER NAME	
ADDRESS	
CITY/STATE/ ZIP CODE	
TELEPHONE NO. (AREA CODE)	

FOR CENTRAL REPOSITORY USE ONLY CONTROL NUMBER
AFTER COMPLETION MAIL TO: PENNSYLVANIA STATE POLICE CENTRAL REPOSITORY – RCPU 1800 ELMERTON AVENUE HARRISBURG, PA 17110-9758

SUBJECT OF RECORD CHECK				
(FIRST)	(MIDDLE)	(LAST)		
MAIDEN NAME AND/OR ALIASES	SOCIAL SECURITY NUMBER	DATE OF BIRTH (MM/DD/YYYY)	SEX	RACE
VOLUNTEER'S AGENCY/ORGANIZATION (MANDATORY)		TELEPHONE NUMBER		

The Pennsylvania State Police response will be based on the comparison of the data provided by the requester against the information contained in the files of the Pennsylvania State Police Central Repository only.

By signing this form, I verify that I am submitting this request for criminal history record information in connection with my status as an unpaid volunteer. I understand that the \$22 fee is being waived because of my status as an unpaid volunteer.

REQUESTER SIGNATURE (*Signature required for processing*)	DATE
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WARNING: 18 Pa.C.S. 4904(b) UNDER PENALTY OF LAW - MISIDENTIFICATION OR FALSE STATEMENTS OF IDENTITY TO OBTAIN CRIMINAL HISTORY INFORMATION OF ANOTHER IS PUNISHABLE AS AUTHORIZED BY LAW.

Federal Bureau of Investigation (FBI) Fingerprinting

FEDERAL BUREAU OF INVESTIGATIONS (FBI) CRIMINAL HISTORY BACKGROUND CHECK

The commonwealth contracts with [IDEMIA](https://www.identogo.com) (<https://www.identogo.com>), also referred to as Identogo or MorphoTrust for digital fingerprinting. You can register with IDEMIA and be fingerprinted at an Identogo site. The fingerprint-based background check is a multi-step process.

For questions about FBI clearances, contact the FBI Background Check Unit at 717-783-6211 or 1-877-371-5422. For IDEMIA registration, processing, or billing questions, please contact IDEMIA/Identogo at 1-844-321-2101.

COST

- **\$23.85** — Employees, Foster/Adoptive Parents
- **\$22.60** — Volunteers

FINGERPRINTING PROCESS

You can register for an appointment to be fingerprinted two ways:

- **Online:** Go to www.identogo.com
- **Telephone:** Call 1-844-321-2101 and listen to the options menu.

Appointments are not required. When you, your employee or volunteer register, please be ready to provide a service code ([found here](#)). Employers shall review the service codes to determine which code best suites the volunteer or employee. Once determined, provide this code to the volunteer or employee so they may register. Please note the “DHS volunteer” service code would include all volunteer services. It is titled “DHS” because it is a Department of Human Services (DHS) Child Protective Services Law requirement.

All applicants will also need to refer to the [Service Code forms](#) for the list of acceptable identification documents. Applicants must present one of the identification documents at the [Idemia fingerprinting location](#).

Once registered, you may walk-in during a location’s posted hours of operation, but scheduling an appointment may lead to lesser/no wait times. In order to preregister for a FBI background check and/or find a fingerprinting location, applicants should access the [IDEMIA website](#). It is strongly encouraged that the employee or volunteer contact the site prior to going there as the information on the IDEMIA website may differ from actual hours of operation.

MINORS REQUIRING FBI DIGITAL FINGERPRINTING

If a minor applicant does not have acceptable identification at the time of the fingerprinting appointment they must present:

- The Pennsylvania Photo ID Waiver for Minors form; **AND**
- One of the listed identification documents for the minor (listed in the [waiver](#)), which includes:
 - Original or certified copy of a birth certificate issued by the appropriate Bureau of Vital Statistics or equivalent agency from a U.S. state, U.S. territory, the District of Columbia, or a Canadian province. A birth record issued by a hospital is not acceptable under this category;
 - Original or certified copy of a U.S Department of State Certification of Birth Abroad issued to U.S citizens born abroad (Form FS-240, DS-1350, or FS-545);
 - Original or certified copy of court order with name and date of birth indicating an official change of name and/or gender from a U.S. state, U.S. territory, the District of Columbia, or Canadian providence; or
 - Social Security Card (actual card).

SERVICE CODES

Service codes are a required field for all pre-enrollments. The Service Code form includes additional information for the enrollment and fingerprinting process. The service codes available for applicants applying under the Department of Human Services can be [found here](#).

DEPARTMENT OF EDUCATION

The [Pennsylvania Department of Education](#) also utilizes IDEMIA to process fingerprint based FBI criminal background checks for prospective employees of public and private schools. Under Act 114 of 2006, ALL prospective school employees, school contractors and student teachers are to use the Pennsylvania Department of Education system. This includes but is not limited to: Teachers, School Administrators, Substitute Teachers, Teaching Assistants, PIAA Sports Officials, School Bus Drivers, and Student Teachers. For more information regarding Act 114, and background check requirements for public schools, private schools and student teachers go to the Pennsylvania Department of Education website or email the Pennsylvania Department of Education.

PAYMENT PROCESS

Employees or volunteers are required to pay for fingerprinting at the time of service. If an employer is paying, an authorization code must be provided; otherwise the employee or volunteer will be required to pay out of pocket. If an employer wishes to set up a payment agreement with IDEMIA/Identigo/Morphotrust, please scroll down to the end of the page titled, "IDEMIA Payment Option" for more information.

If you are an organization or agency accessing this site to inquire about remaining or becoming a Commonwealth affiliate fingerprinting site, or questions surrounding equipment, please note the following important information:

If you would like your location to remain a Commonwealth affiliated fingerprinting site or become a fingerprint site, please visit www.identogo.com/partners.

- At the bottom of that page is a link to their Partner Inquiry Form.
- Express interest by providing IDEMIA with your business' information. Your inquiry will go to their partner team for follow up. Public and private agreements are considered.
- If there is no need in your specific area, you will receive an email letting you know IDEMIA will hold onto your information until a need arises.
- IDEMIA has a process in place for approving locations and equipment. For more information, visit www.identogo.com or call 844-321-2101.

IDEMIA Payment Option - No Charge Authorization Code (NCAC)

IDEMIA offers employers the option to pay for services using a [No Charge Authorization Code \(NCAC\)](#) which is backed by a credit card provided during the account setup. To use this method for payment, the employer must complete and submit the IDEMIA NCAC Agreement which will be available on the IDEMIA website. The account must be established prior to sending applicants to the fingerprint site.

QUESTIONS

If you have additional questions, please contact IDEMIA by phone, toll free at (844) 321-2101.