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The Commonwealth of Pennsylvania requires anyone working with or observing children in environments such as public and private schools, IUs, libraries, and vocational-technical schools to provide proof of the following clearances:

- Pennsylvania Child Abuse History Clearance
- Pennsylvania State Police Criminal Record Check
- Fingerprint-based Federal Criminal Record Check (if applying for an unpaid position and the applicant has not been a continuous resident of Pennsylvania for the past 10 years)

Pennsylvania clearances are valid for 5 years, and both “Volunteer” and “Employment” clearance types are acceptable for volunteer positions (**NOTE:** “Volunteer” clearances are not acceptable for employment purposes. If you feel you will need your clearances for a paid position in the future, consider obtaining “Employment” clearances).

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### **Pennsylvania Child Abuse History Clearance (Act 33/151)**

Fee: Background check fees for volunteers are waived one time within a 5-year period.

#### ONLINE APPLICATION:

- Use the following URL to create an individual account and apply online:  
<https://www.compass.state.pa.us/cwis/public/home>
- When filling out the form, check the “volunteer having contact with children” option under “Application Purpose.”
- Your results may be available immediately. If not, you can log in at a later time to view the status of your results and download a copy by selecting the “To view the result, click here” option. The clearance can take up to 14 days to process, and you may also choose to have a copy of your results mailed to you.

*For questions or to check the status of a request, please call the Department of Public Welfare, Childline and Abuse Registry at (717)783-6211.*

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### **Pennsylvania State Criminal Record Check (Act 34)**

Fee: \$0.00

#### ONLINE APPLICATION FOR PENNSYLVANIA RESIDENTS:

- This clearance may be obtained online using the following URL: <https://epatch.pa.gov/home>
- The online response is typically instant, but results can be viewed at a later time by selecting the “Check the status of a record check” option, entering the required information, and clicking the blue control number in the results bar. You will need **your name as it was entered in the application**, the **date of request**, and the **control number** to use the status check option.
- The applicant can download and print the report from their computer by opening the results, clicking the blue “Certification Form” link, and selecting the print or save options in the top righthand corner.

*For questions or to check the status of a request, please contact the Pennsylvania State Police at (888)783-7972.*

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## Federal (FBI) Criminal History Record

Fee: \$23.25

Additionally, a fingerprint-based federal criminal history (FBI) submitted through the Pennsylvania State Police or its authorized agent is required if:

- The position the volunteer is applying for is an unpaid position; and
- The volunteer has lived outside the Commonwealth of Pennsylvania in the last 10 years.

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 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.

Applicants for this clearance must register online or by phone and then visit a fingerprinting facility.

- To register online, use the following URL: <https://www.identogo.com/locations/pennsylvania>
- Under Enrollment Services, check the Digital Fingerprinting option
- Enter the following service code: **1KG6ZJ** (Pennsylvania DHS Volunteer)
- The applicant then reports to one of the approved fingerprint centers with a state or federal identification card. Payment is made at the time of fingerprinting.
  - If the applicant registers online, they may enter their email address and create a security question to receive electronic results directly. Once their fingerprints have been processed, the applicant will be emailed a link to their results and can use the security question to confirm their identity and open a downloadable version. **No second access to the electronic results is available, so results must be downloaded, saved, and printed at first access.**
  - Results are also mailed to all applicants and may take several weeks to arrive at the home address listed in the application.

*For questions, to register for an appointment by phone, or to check the status of a request, please contact IdentoGo at (844) 321-2101.*

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