

Field Trip Chaperones, Homeroom Party Hosts & Photographers Volunteer Clearance Process

In the spirit of keeping our children safer, Pennsylvania now requires some school volunteers to submit background clearances. They must be less than one year old at the time of submission. The process can be initiated online, most & possibly all are free and they are valid for five years. Please follow the steps below to get your clearances.

Step 1: The **Pennsylvania Criminal Record Check**: Go to <https://epatch.state.pa.us> and click “New Record Check (volunteers only)”. Click on “Certification Form” in order to pull up the correct form and print two copies. Please keep a copy of your Criminal Record Check for your personal records.

Step 2: The **Pennsylvania Child Abuse History Clearance** (Act 151): Go to <https://www.compass.state.pa.us/cwis/public/home> and you will be directed to the Child Welfare Portal. You must create a login (combination of letters and numbers you create yourself) for your Keystone ID# or log in if you already have an account. Reason for Request is “Volunteer” (free every 57 months). Can take 14 days to receive report.

Step 3: *Volunteers may now submit an Affidavit in lieu of the F.B.I. check if a PA resident for the last ten years.*

a. The Federal Criminal History Record (Act 114): requires a 2-step process including online registration and fingerprinting taken digitally from a registered site.

1. Go to https://www.pa.cogentid.com/index_pdeNew.htm. Click on “Register Online”. There is a \$27 fee for this clearance which includes an automatic mailed unofficial copy of the results to the applicant or call 1-888-439-2486 (M-F 8am-6pm). Writing the Registration ID below for the school office makes it possible for them to retrieve your results rather than wait for the official copy to come in the mail.

2. Proceed to an approved fingerprinting site (list on website) with your Registration ID and drivers license to be digitally fingerprinted. Please note the UPS Store in Wynnewood (333 Lancaster Ave) is a drop-in site for fingerprints (no appointment required).

OR

b. Affidavit: If you have been a PA resident for the past ten years, and have not been convicted of enumerated offenses, you may submit the Affidavit at <http://www.haverford.k12.pa.us/cms/lib5/PA01001043/Centricity/Domain/1188/VoluAffi15a.PDF>

Go to <http://www.haverford.k12.pa.us/domain/1188> or call 610-853-5900 x7134 for more information or questions.

Step 5: After step 4 below. Call the school office 610-853-5900 x6000. Ask if you have been cleared to volunteer. Email the pto at manoaptohavertown@gmail.com to let us know you are cleared and whether you would like to be a homeroom parent or photographer. Field trip chaperones wait until the request and let the teacher know then that you are cleared.

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Step 4: Place this part in a sealed envelope marked “Volunteer Clearances & your name” and give to the school secretary.

Volunteer’s Name: _____

1. ___ PA Criminal Record Check enclosed (check if so)

2. ___ PA Child Abuse History Clearance enclosed (check if so)

3. a. Federal Criminal History Record registration ID “PAE_____”

OR b. ___ Affidavit enclosed (check if so)