



## WHITEHALL - COPLAY SCHOOL DISTRICT

### Instructions for Completing Volunteer Certifications

Directions for obtaining background clearance records are as follows:

#### 1. PA Child Abuse History Clearance

a. Please note the application and instructions for the PA Child Abuse History Clearance are enclosed. You do have the option to complete this form on line or by mail.

To complete this clearance on line at <https://www.compass.state.pa.us/CWIS>, you must create an account and follow the steps. The Keystone ID password that you create will be your log in.

**\*Please note; this is also the account that you must use as a mandated reporter to submit an electronic report to "Childline". Therefore, keep this login and information for future reference.**

b. Please make sure that you check the volunteer block, under the "purpose of clearance" box.

c. Please submit your application immediately, if you will be mailing the form.

d. This clearance may take up to 14 business days to receive back from the state, either by mail or email.

#### 2. PA State Police - Request for Criminal Record Check

a. Please note that the Criminal History Clearance can be done online at [epatch.state.pa.us/Home.jsp](http://epatch.state.pa.us/Home.jsp) for free. The results of this electronic application are returned more promptly compared to submitting the clearance by mail. (**\*This is the preferred method of submission**)

b. Please make sure that you check the "volunteer" block, under the "purpose of clearance" box.

c. After you have entered all of the data in all of the required fields, click on search. Search results will be displayed. If search results state "no record", click on the control number to display the results. "Record Check Details" will be displayed. Then, click on "Certification Form" at the bottom. This will allow you to print the clearance.

d. The application and instructions for the PA Criminal History Check are on line if you choose to submit for it by mail. Please send your application for this document immediately. This clearance may take up to 6 weeks to receive back from the state.

#### 3. Federal Criminal History Record – Identogo or Volunteer Disclosure Statement

**Attached is the Volunteer Disclosure Statement to complete if you have lived in Pennsylvania for 10 or more consecutive years.**

**Please note that if you have not been a resident of the state of Pennsylvania for 10 consecutive years, you will be required to complete the FBI Federal Criminal History to be a volunteer.**

a. Fingerprinting is done digitally at a registered fingerprinting site.

The applicant must register prior to going to the fingerprint site. Walk in service is allowed but all applicants are required to complete pre-enrollment in the new Universal Enrollment system. Pre-enrollment can be completed online or over the phone. The registration website is available online 24 hours/day, seven days per week at <https://uenroll.identogo.com>. Telephonic registration is available at 1-844-321-2101 Monday through Friday, 8am to 6pm EST. During the pre-enrollment process, all demographic data for the applicant is collected (name, address, etc.) along with notices about identification requirements and other important information.

When registering on-line, an applicant must use the appropriate agency specific Service Code to ensure they are processed for the correct agency and/or applicant type. Whitehall-Coplay's service code is

**1KG6XN.** Fingerprint requests processed through any other agency or purpose cannot be accepted and are not transferrable.

**Payment** - The applicant will pay a fee of \$21.35 for the fingerprint service and to secure an unofficial copy of the Criminal History Record. Major Credit Cards as well as Money orders or cashier's checks payable to **MorphoTrust** will be accepted on site for those applicants who are required to pay individually. No cash transactions or personal checks are allowed.

*Revised 2/13/2017*