

****INSTRUCTIONS****

Securing Clearances: Childline, PA State Police and FBI Fingerprint

Please use Google Chrome as your browser and before beginning the on-line application process ensure you have the following available:

A debit or credit card available

Your driver's license available

A list of all the places that you have resided since 1975 available

The names and relationship (to you) of all the people you have lived with since 1975

CHILDLINE:

(Volunteer Fee Waived)

- (1) Pennsylvania Child Welfare Portal website (www.compass.state.pa.us/CWIS)
- (2) Create new account (existing accounts through ChildLine cannot be used for this process)
- (3) Follow instructions for users to apply for a PA Child Abuse History Clearance online
(indicating Volunteers only)
- (4) You will receive 2 emails: Confirm ID and Temporary Password/ Login to "Access My Clearances"

Reason for request: "Regular contact with children..."

PA STATE POLICE:

(Volunteer Fee Waived)

- (1) Pennsylvania State Police website (<http://www.psp.pa.gov>)
- (2) Scroll to bottom of page to PSP Services and follow "Request A Criminal History Record"
- (3) Follow the instructions for processing the "Online Request" method (PATCH) and "Submit a New Record Check"
- (4) Follow the yellow box entitled **NEW RECORD CHECK (Volunteers only)**
- (5) **Accept the Volunteer Acknowledgement Section** and then follow the instructions to process request.
- (6) Access the **RED** "control #" which will generate an official document
- (7) Print the clearance document

FBI: (Or sign affidavit on next page if you have been a resident of PA for 10 years)
(\$27.50)

- (1) COGENT Applicant Fingerprinting Online Services website (www.pa.cogentid.com)
- (2) Follow the Pennsylvania Department of Human Service tab **(Do Not utilize/indicate Pennsylvania Dept of Education tab)**
- (3) Follow "Register Online" in the Registration field
- (4) Complete the **Yellow Fields Only**
- (5) In the "Reason Fingerprinted" field, select **"Employment with A Significant Likelihood Of Regular Contact With Children"**
- (6) Complete application process and print the confirmation receipt
- (7) Take the Online Confirmation page to a "Print Site Location" located on the Cogent Site

DISCLOSURE STATEMENT APPLICATION FOR VOLUNTEERS

Required by the Child Protective Service Law

23 Pa. C.S. Section 6344.2 (relating to volunteers having contact with children)

I swear/affirm that I am seeking a volunteer position and **AM NOT** required to obtain a clearance through the Federal Bureau of Investigation, as:

- the position I am applying for is unpaid; **and**
- I have been a resident of Pennsylvania during the entirety of the previous ten-year period.

I swear/affirm that I have not been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

I swear/affirm that I have not been convicted of any of the following crimes under Title 18 of the Pennsylvania consolidated statutes or of offenses 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 a foreign nation, or under a former law of this Commonwealth.

I have not been convicted of a felony offense under Act 64-1972 (relating to the controlled substance, drug device and cosmetic act) committed within the past five years.

I understand that I shall not be approved for service if I am named as a perpetrator of a founded report of child abuse within the past five (5) years or have been convicted of any of the crimes listed above or of offenses 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 a foreign nation, or under a former law of this Commonwealth.

I understand that if I am arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law as listed above, or am named as perpetrator in a founded or indicated report, I must provide the administrator or designee with written notice not later than 72 hours after the arrest, conviction or notification that I have been listed as a perpetrator in the Statewide database.

I understand that if the person responsible for employment decisions or the administrator of a program, activity or service has a reasonable belief that I was arrested or convicted for an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law, or was named as perpetrator in a founded or indicated report, or I have provided notice as required under this section, the person responsible for employment decisions or administrator of a program, activity or service shall immediately require me to submit current clearances obtained through the Department of Human Services, the Pennsylvania

State Police, and the Federal Bureau of Investigation, as appropriate. The cost of clearances shall be borne by the employing entity or program, activity or service.

I understand that if I willfully fail to disclose information required above, I commit a misdemeanor of the third degree and shall be subject to discipline up to and including denial of a volunteer position.

I understand that the person responsible for employment decisions or the administrator of a program, activity or service is required to maintain a copy of my clearances.

Name _____

Signature _____ Date _____

Witness _____ Date _____

