

## Instructions on Obtaining Volunteer Clearances

All clearances are free or reimbursable and are valid for 5 years

### PA Criminal Background Check

- Go to [epatch.pa.gov/home](http://epatch.pa.gov/home)
- Click on **New Volunteer Record Check**
- Read the Terms and Conditions for the use of PATCH
- Check box in the Volunteer Acknowledgement Section and click **Accept**
- Fill in your information and click **Next**
  - *Volunteer Organization Name:* Lehigh Valley Public Media
  - *Volunteer Organization Phone Number:* 610-984-8102
- Verify and review the information and click **Proceed**
- Complete the Record Check Request Form and click **Finish**
- Review and click **Submit**
- Click on the hyperlink for the control number
  - Write down the control number and the date it was processed. You will need this information if you have any issues printing the certificate.
- Click on **Certification Form**

**Please remember to print certificate and save a copy for your records**

### PA Child Abuse History Clearance

- Go to <https://www.compass.state.pa.us/CWIS/Public/Home>
- If registering for the first time, choose **Create Individual Account**
- Read the General Information and click **Next**
- Complete Profile Information and click **Finish**
- Your Keystone ID and temporary password will be emailed to you
  - Save this information to access your clearance later
- Go to [compass.state.pa.us/cwis/public/home](http://compass.state.pa.us/cwis/public/home)
- Click on **Individual Login**
- Click on **Access My Clearances**
- Read the Disclosure of Information and click **Continue**
- Log in using your Keystone Username and Temporary Password
  - If entering for the first time, you will be prompted to change your password
- There will be a series of pages to complete with your personal information. Please **remember** to select **Volunteer** for the purpose of the clearance and to avoid being charged.
  - The website states that you will be provided with email updates regarding the status of your clearance and will be notified when it is ready to be printed. While the website states that the process is automatic, it has been known to take up to two weeks for the clearance to be generated.

**Please remember to print certificate and save a copy for your records**

## FBI Clearance

- There are two options to meet this requirement based on the amount of time you have resided in Pennsylvania.
  1. **If you have continuously resided in PA for ten (10) years**
    - Volunteers who have continuously resided in the state of Pennsylvania for ten years must fill out the Disclosure Statement Application for Volunteers
  2. **If you have lived outside of PA in the last ten (10) years**
    - A fingerprint-based federal criminal history (through the FBI) is required
    - Go to <https://www.identogo.com/locations/Pennsylvania>
    - Click **Digital Fingerprinting**
    - Enter the code **1KG6ZJ**
    - Click **Schedule or Manage Appointment**
    - Complete the information requested on each page and click **Next** to move forward
    - The last step is to confirm your location, date and time and click **Submit**
    - Once you have gone to your appointment and completed/paid for your clearance, please forward the receipt to [volunteer@wlv.org](mailto:volunteer@wlv.org) for reimbursement
    - You will receive a letter from the Commonwealth of PA within 2-8 weeks with your results at the address you provide – please provide us with a copy once received

**Certificates must be emailed to [volunteer@wlv.org](mailto:volunteer@wlv.org)**

**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 certification through the Federal Bureau of Investigation (FBI), 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 understand that if I have not been a resident of Pennsylvania during the entirety of the previous ten-year period, but have received certification from the FBI since establishing residency, I must provide a copy of the certification to my employer and am not required to obtain any additional FBI certifications.

I swear/affirm that, if providing certifications that have been obtained within the preceding 60 months, I have not been disqualified from service as outlined below or have not been convicted of an offense similar in nature to a crime listed below 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 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.

Chapter 25	(relating to criminal homicide)
Section 2702	(relating to aggravated assault)
Section 2709.1	(relating to stalking)
Section 2901	(relating to kidnapping)
Section 2902	(relating to unlawful restraint)
Section 3121	(relating to rape)
Section 3122.1	(relating to statutory sexual assault)
Section 3123	(relating to involuntary deviate sexual intercourse)
Section 3124.1	(relating to sexual assault)
Section 3125	(relating to aggravated indecent assault)
Section 3126	(relating to indecent assault)
Section 3127	(relating to indecent exposure)
Section 4302	(relating to incest)
Section 4303	(relating to concealing death of child)
Section 4304	(relating to endangering welfare of children)
Section 4305	(relating to dealing in infant children)
Section 5902(b)	(relating to prostitution and related offenses)
Section 5903(c) (d)	(relating to obscene and other sexual material and performances)
Section 6301	(relating to corruption of minors)
Section 6312	(relating to sexual abuse of children), or an equivalent crime under Federal law or the law of another state.

I swear/affirm that 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 certifications obtained through the Department of Human Services, the Pennsylvania State Police, and the Federal Bureau of Investigation, as appropriate. The cost of certifications 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 certifications obtained for the volunteering purposes can only be used for that purpose and cannot be used for employment purposes.

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 certifications.

I hereby swear/affirm that the information as set forth above is true and correct. I understand that false swearing is a misdemeanor pursuant to Section 4903 of the Crimes Code.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Witness: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_