

Child Protection Background Checks for Volunteers Information Sheet

In December of 2014, Pennsylvania's Child Protective Services Law was enacted to strengthen child protection in the state. It's gone through a number of revisions since then, but it now says volunteers who are age 18 or older are required to obtain clearances if they provide "care, supervision, guidance or control" of children and have regular and repeated contact with them as an integral part of their responsibilities. **This now means that all HIS Kids Christian School volunteers, who have direct contact with children, must have these clearances. This would include but is not limited to classroom helpers, party parents, hot lunch servers, field trip chaperones, after-school program volunteers, etc.** Employees are also required to obtain clearances.

Adult volunteers who have lived in PA consistently for the past 10 years will need to obtain:

- Pennsylvania State Police Criminal History Check
- Pennsylvania Child Abuse History Clearance

If you have NOT lived in PA consistently for the past 10 years you will also need to obtain:

- FBI Criminal History Check

*If you have new clearances from another volunteer or employee position, those may be used; we just need copies. Just an FYI – clearances obtained for volunteer purposes cannot be used for employment.

Clearances are easily applied for online and **there is no cost for volunteers unless a federal criminal history check is needed.** We can help you with the application process!

Here are the websites to apply online for the different clearances:

- Pennsylvania State Police Criminal History Check – <https://epatch.state.pa.us>
- Pennsylvania Child Abuse History Clearance - www.compass.state.pa.us/CWIS
(click on "create individual account")
- FBI Criminal History Check – Fingerprinting: See back of this page for step by step instructions.

Once you have obtained your clearances, bring them to the HIS Kids office and we will make copies; clearances are good for 5 years.

It is our hope that this "extra" step in the volunteer process will in no way keep you from being active at HIS Kids Christian School. Our children need you and we do this for them!

If you have any questions or need assistance, please don't hesitate to call me!
Thank you! You are a blessing!

Carol Novy
Church (724-287-2378)
Cell (724-679-0326)

Instructions for Federal Criminal History Check - Fingerprinting

- Go online to www.identogo.com to register –
- Search for Services by State: enter Pennsylvania and click “Go”
- Scroll down to Enrollment Services and select Digital Fingerprinting
- Enter this service code: 1KG6ZJ – click “Go”
- Page will read: 1KG6ZJ - Pennsylvania DHS – Volunteer
(This is the service code for a Dept of Human Services Volunteer – their process is easier than the Dept of Education and is good for school volunteers.)
- Follow the prompts from there to set up an appointment for fingerprinting. You will pay (one place said \$23.00) when you go for your appointment. You will be sent a letter with the results of the review on DHS letterhead. Please bring that letter in to us and we will make a copy of it for our records.