

## Volunteer Documentation Checklist

Please use the checklist below as a guide for the proper documentation.

\_\_\_\_\_ Act 34 State Police Criminal Record Check

\_\_\_\_\_ Act 151 PA Child Abuse History Clearance

\_\_\_\_\_ Act 114 FBI Criminal History Clearance (If lived in PA less than 10 years).

\_\_\_\_\_ Volunteer Disclosure Form

### Links to Clearance Information

Volunteers: Mandatory Clearances Pennsylvania State Child Protective Service law requires that all volunteers, who come into contact with or are responsible for children, submit the following clearances every 60 months:

1. PA State Police Criminal Record Check

· Can be obtained online at <https://epatch.state.pa.us/Home> with results available within a few minutes. There is no fee for volunteers.

2. PA Department Human Services Child Abuse History Clearance

· Can be obtained online at <https://www.compass.state.pa.us/cwis/Public/Home> with results usually within 14 days. There is no fee for volunteers.

3. Federal Criminal Background Check:

To obtain a volunteer Service Code for your appointment, **individuals must contact** DHS directly at 1-877-371-5422 or [RA-PWCPSLQUESTIONS@pa.gov](mailto:RA-PWCPSLQUESTIONS@pa.gov).

To schedule an appointment and pay for the background check, go to <https://uenroll.identogo.com>

Clearance Renewal Requirements - All required clearances, including FBI, must be renewed every five years (60 months). Volunteers who have been a resident of Pennsylvania for **fewer** than 10 years must renew their FBI Fingerprint clearance until they reach 10 years of residency in Pennsylvania.

Clearances that were completed for your employer or another organization where you volunteer may be submitted if within 5 years of date your event with Octorara Area School District. Please submit copies of all clearances to the school office upon receipt. No parent will be permitted to volunteer in the school in any capacity without the proper clearances and paperwork on file at the school. Please understand that we are not trying to deter parents from being involved in the school life of their child, rather, we are abiding by the law and helping to create a safe environment for our students.