



VOLUNTEERS

Adults holding an unpaid position as a volunteer with the school responsible for a child’s welfare or having direct contact with children (act in lieu of a parent or provide care, supervision, guidance or control of children or have routine interaction with children) are required to obtain the following three (3) clearances:

Clearance reports shall be no more than five (5) years old at the time of volunteering. Step-by-step instructions are provided at the end of this document.

(1) State Police Criminal History Record https://epatch.state.pa.us/TandC_RCEAction.do

(2) Child Abuse History Clearance: <https://www.compass.state.pa.us/cwis/Public/Home>

As a volunteer applicant you are permitted to receive one certification free of charge every 57 months

(3) Federal Criminal History Record Information – FBI Report (Fingerprints required) <https://uenroll.identogo.com/> OR provide signed Disclosure Agreement

Note: An FBI background check is *not* required if you (1) are not being paid **AND** (2) have been a Pennsylvania resident for the past 10 years.

Volunteers who are not required to obtain an FBI clearance must swear or affirm in writing they are not disqualified from service based on a conviction of an offense listed in the Disclosure Statement Application for Volunteers.

- Service Code: **1KG6V5**
- **Note: FBI procedure has changed effective November 28, 2017**

Christian School Association of Greater Harrisburg has determined that the following activities involve parent volunteers and/or family and community volunteers and are therefore required to provide clearances. The list of activities include, but are not limited to:

- Athletic activities (including unpaid coaches)
- All field trips & retreats (chaperones and drivers)
- All Musical/Play related functions (choreographer, makeup, costumes, etc.)
- Classroom volunteers (such as room moms/dads, instructional aides)
- On site school events and activities such as R.A.C.E event, Field Day, Picture Day, Lunch/Recess Supervisor

Please send a **copy** of all of your background results and certificates to the Sandy Berry in the Human Resources Department, sandy.berry@csagh.org or hand in physical copies at the main office. An electronic copy is preferred.



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 (1) not being paid **AND** (2) have been a Pennsylvania resident for the past 10 years.

I swear/affirm that I have not been named as a perpetrator of a founded report of child abuse 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 statues 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 (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 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 Human Resources point of contact 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 Headmaster 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 Headmaster 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 Human Resources Department is required to maintain a copy of my clearances.

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.

Please check which school you will be volunteering for:

- Harrisburg Christian School**
- West Shore Christian Academy**

Name: _____ Email Address: _____

Phone Number: _____ Signature: _____

Witness Name: _____ Signature: _____

Date: _____

Clearance Instructions Step-by-Step

PA State Check

1. https://epatch.state.pa.us/TandC_RCEAction.do
2. Click on "New Record Check" (Volunteers Only)
3. Enter your personal information and submit results
4. Click on the blue "Control Number" starting with the letter "R" to review your results
5. Click on the red lettering that says "Certification Form", the certificate should have a keystone watermark in the background of the results
6. Save and/or Print your results
7. You are required to keep copies of your clearances for your own records. Please do not hand in your only copy to the school.

2

On December 1, 2017, the fee for a Criminal History Record Check will increase to \$22.00. The fee for an Access and Review will increase to \$20.00. The fee for a Notarized Criminal History Record Check will increase to \$27.00.

The PATCH unit will no longer mail out any PATCH check that is requested on the EPATCH web site. It will be the responsibility of the requestor to print out the No Record or Record response.

PATCH Helpdesk 1-888-QUERY-PA (1-888-783-7972)

All requests for Notarized copies of a Criminal Record Check MUST BE submitted by mail.

New Record Check (Volunteers only)

Submit a New Record Check

Check the status of a Record Check

Registered PATCH Accounts
(Only used by pre-approved organizations)

8.

Record Check Request Results

The results of your background check requests are displayed below. This page will automatically refresh several times and update the status of your record checks. Please wait until processing has finished before reviewing any background checks. Once processing is complete, click on the Control Number hyperlink to view the details of a specific record check.

Control #	Subject Name	Date of Request	Status
R19125369			

One item found

Home | Record Check | Help | Privacy Policy | PA State Police Home Page

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This Web Site is for Informational Purposes Only - If you have an emergency, crime, or incident to report, please contact your nearest Police Agency or call 911.

4

Why does PATCH exist?

Its purpose is to better enable the public to obtain criminal history record checks. The repository was created and is maintained in accordance with Pennsylvania's Criminal History

Secure | <https://epatch.state.pa.us/invoiceAndCertForm.do?submit=certificate&rcrid=19125369>

Print Save Back

5

Record Check Details

This screen displays the details of a particular record check request. The request process has been complete. You may now print the certification form for your records. Nothing will be mailed to you. To view/print the invoice associated with this record check request just click on the invoice number hyperlink. To view/print certification form for this request click on the Certification Form hyperlink.

Control: [Redacted]

Requested by Sandra Eden Berry

Subject Name: [Redacted] Status: [Redacted]

Alias/Maiden Name 1: [Redacted] Request Date: [Redacted]

Race: [Redacted] Last Update Date: [Redacted]

Sex: [Redacted] Fee: [Redacted]

Date of Birth: [Redacted] Payment Method: [Redacted]

Social Security #: [Redacted] Invoice #: [Redacted]

Reason for Request: [Redacted]

Certification Form

Home | Record Check | Help | Privacy Policy | PA State Police Home Page

Pennsylvania State Police Response for Criminal Record Check

THE CERTIFICATE IS ONLY VALID FOR VOLUNTEER PURPOSES. THE PENNSYLVANIA STATE POLICE DOES NOT AUTHORIZE THIS FORM FOR ANY OTHER USE

6

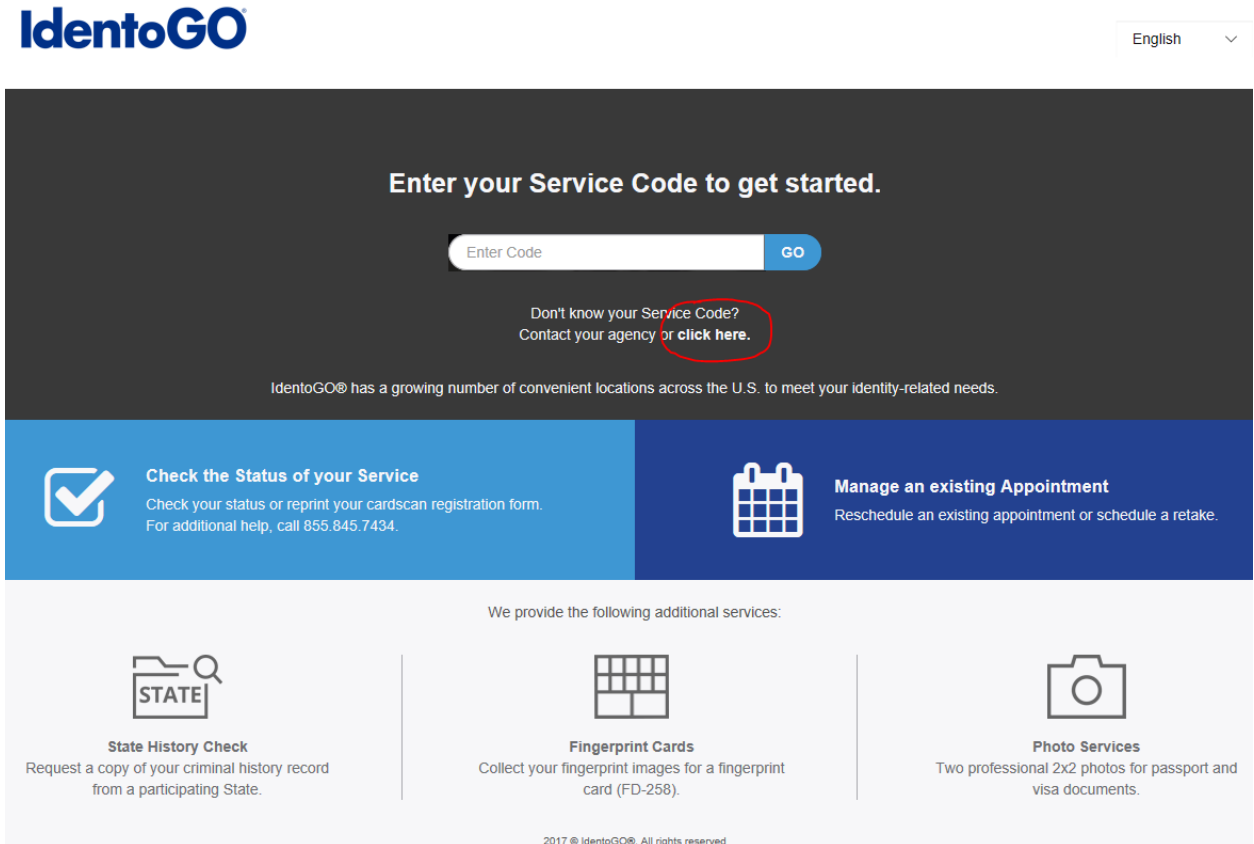
Child Abuse History Clearance

1. <https://www.compass.state.pa.us/cwis/Public/Home>
2. Create Individual Login
3. Fill out your personal information, create your own keystone ID
4. You should receive 2 emails with the login information. One with your Keystone ID and one with your temporary password
5. Go back to the website and click on "Individual Login" this time.
6. Click on "Access my Clearances". This will take you to the page that says "Keystone Key". Verify your account by answering your security questions or via email. Then create a new password.
7. A screen will pop up that says "Congratulations". Log back into the site with your new password.
8. Click on the page prompts until you get to the page that says "Create Clearance Application"
9. Fill out the application with the application purpose of "Volunteer Having Contact with Children..."
10. After you complete your application, you will need to log back in to see when the results post. It can take 2 weeks or more.
 - a. "By law, all child abuse history clearance applications must be processed no later than 14 days from the receipt of the application"
11. You are required to keep copies of your clearances for your own records. Please do not hand in your only copy to the school.

The screenshot shows the Pennsylvania CWIS website. At the top, there is a navigation bar with the Pennsylvania logo and 'CHILD WELFARE INFORMATION SOLUTION'. Below this is a yellow banner with the text: "If the child you would like to report on is in immediate danger, please call 911 immediately." The main content area is titled "WELCOME TO THE Child Welfare Portal" and includes a description of the service. Two buttons are circled in red: "INDIVIDUAL LOGIN" and "CREATE INDIVIDUAL ACCOUNT". Below this, there are buttons for "ORGANIZATION LOGIN" and "CREATE ORGANIZATION AC". The "Keystone Key" login form is also circled in red, showing fields for "Username" and "Password" and a "LOGIN" button. To the right of the login form are two service boxes: "Self-service for Citizens" with links for "Forgot Password" and "Edit Profile", and "Self-service for Commonwealth Employees" with a link for "Change CWOPA Password or Hint Questions". At the bottom, there is a warning about unauthorized access and a copyright notice for 2017.

Fingerprinting Process

1. Go to the Identogo website <https://uenroll.identogo.com/>



Identogo


English


Enter your Service Code to get started.

Enter Code GO


Don't know your Service Code?
Contact your agency or [click here](#).


Identogo® has a growing number of convenient locations across the U.S. to meet your identity-related needs.


 **Check the Status of your Service**
Check your status or reprint your cardscan registration form.
For additional help, call 855.845.7434.

 **Manage an existing Appointment**
Reschedule an existing appointment or schedule a retake.

We provide the following additional services:

 **State History Check**
Request a copy of your criminal history record from a participating State.

 **Fingerprint Cards**
Collect your fingerprint images for a fingerprint card (FD-258).

 **Photo Services**
Two professional 2x2 photos for passport and visa documents.

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2. Under the search bar on the page, enter the Service Code
 - Volunteer Service Code **"1KG6Y3"**

***Skip Step 3 if service code allows you to Continue to next page**

3. If you need to manually find the service code, please follow the instructions below:

Volunteer:

- Select contact your agency or "click here" that is shown circled in red>Select the following from the drop down:
 - State Agency: *Pennsylvania*
 - Choose your agency: *PDE* (Pennsylvania Department of Education)
 - Select your reason for fingerprinting: *PDE Volunteer*

1KG6V5 - Pennsylvania PDE-Private Schools

◀ Back to Home

Schedule or Manage Appointment

Schedule an in-person appointment or change an existing appointment.

What do I need to bring to enrollment?

Find out which documents you need to bring to the enrollment center to facilitate processing.

Locate an Enrollment Center

Locate and get directions to an enrollment center near you.

Submit A Fingerprint Card by Mail

Complete the pre-enrollment information necessary to submit a fingerprint card enrollment by mail.

4. Select "Schedule an appointment"
 - Fill out all of your personal information and follow the page prompts
 - **Note:** There is no authorization code
 - The last step is to schedule the appointment at the location nearest to you
 - You will receive an email notification with the location details and total cost
 - **IMPORTANT!** Bring the same documentation to the fingerprinting facility that you agreed to bring when you signed up on the website. Legal Name must match exactly on all identification documents brought to enrollment
5. **It can take up to 4 weeks for fingerprinting results to post. Once you receive the "Unofficial Results" please provide a copy to Human Resources Department or main office.**