

If you need to apply for the required clearances:

Here is the contact information you need for each agency provider:

1. Child Abuse Clearance: FEE: \$10.00 <https://www.compass.state.pa.us/CWIS> The online Child Abuse Clearance site requires you to create an account and submit your request electronically. Results will be emailed/mailed (your choice when registering) to you within 14 days of submission. You also have the option of completing this process using a paper application and US mail.

2. PA State Police Clearance: FEE: \$8.00 <https://epatch.state.pa.us/Home.jsp> The State Police clearance is available solely online and you will get instant results. Please print.

3. FBI Clearance for School or Organization VOLUNTEERS: If you are not a paid employee of your sponsor school or organization, and If you have lived continuously in the state of Pennsylvania for the last 10 years, you may complete the FBI Disclosure form instead of exercising the fingerprint option. A copy of the FBI Disclosure form is provided for you (see below), following the Clearances Checklist. Complete the Disclosure document and submit it to your sponsor organization for their records, in order that your Required Clearances file will be complete.

FBI Clearance Info for EMPLOYEES of sponsor schools or organizations: The FBI Clearance requires that you register to be fingerprinted. Do this online at the web address list

https://www.pa.cogentid.com/index_pdeNew.htm FEE: Check with your sponsor organization.

In the event that, as an employee of your sponsor organization, you have not yet been fingerprinted for FBI Federal Clearances:

Open the link to the pa.cogent website above, complete the registration process; then go (physically) to a Cogent fingerprinting site to complete the process. At the conclusion of the fingerprinting process, you will be given a "tracking number." **The tracking number must be submitted to your team's sponsor school or organization.** Federal law prohibits access by you to the FBI results. **I do not know why an applicant isn't permitted to access one's own FBI records, but the rationale may be provided on the Cogent website in the FAQs section.*

Once you have submitted your required clearances, those clearances must remain on file with your team's sponsoring school or organization.

FBI DISCLOSURE STATEMENT FOR VOLUNTEERS:

FBI FINGERPRINT EXEMPTION DOCUMENT

Required by the Child Protective Service Law
23 Pa. C.S. Section 6344.2 (relating to volunteers having contact with children)

Name (Print):

Address:

Phone:

Email: _____

I swear/affirm that I am seeking a volunteer position and I 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.

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 and 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 a perpetrator in a founded or indicated report, I must provide the administrator or designee with written notice no 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 a 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 of service is required to maintain a copy of my clearances.

I hereby swear/affirm that the information 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: _____