



## 2022/23 Volunteer Clearances

**Who needs clearances?** All volunteers who are 18 years of age or older are required to have clearances on file. Clearances must be submitted prior to the commencement of any volunteer service.

Clearances that were obtained for employment or foster/adoption purposes can be used for volunteer purposes; however, clearances that were obtained for volunteer purposes can be used for volunteer purposes only and are not acceptable for employment purposes.

Clearances must be renewed every 60 months (5 years). TB testing and/or re-testing is not required unless exposed to a case of active TB or as directed by the Secretary of Health to have additional testing. All employees and volunteers are responsible for paying the cost of their required clearances and/or trainings.

### **Volunteers over the age of 18 are required to have the following (3) clearances on file:**

- Report of Criminal History from the Pennsylvania State Police (PSP)
- Child Abuse History Clearance from the Department of Human Services (Child Abuse)
- If the volunteer has lived outside of Pennsylvania for any part of the past 10 years, then FBI clearances are required. These clearances are a fingerprint-based federal criminal history (FBI) submitted through the Pennsylvania State Police or its authorized agent. **If the volunteer has not lived outside of Pennsylvania and has not been convicted of any offenses, the volunteer is required to affirm in writing that he/she is exempt from the FBI clearance by completing the provided waiver. (See attached)**

**Motor Vehicle Report** (*ONLY required for volunteers driving a CSY owned vehicle and/or transporting CSY students in a personal vehicle*)

- Any volunteer driving a CSY owned vehicle and/or transporting CSY students in a personal vehicle must be at least 21 years of age and have a copy of their driver's license and a motor vehicle report (MVR) on file with the main office. Currently, CSY utilizes PennDot's online system for obtaining these reports. MVRs must show the driver to have a current license with a clean driving background. Approval of drivers with any past infractions is at the discretion of the administration.

**Please note:** ALL clearances (except for the Motor Vehicle Report, if applicable) will be sent to the volunteer; therefore, copies will need to be provided to Christian School of York / Attention: Volunteer Coordinator.

**Questions:** Contact the Volunteer Coordinator at [volunteer@csyonline.com](mailto:volunteer@csyonline.com).

## Links and Approximate Costs:

- Report of Criminal History from the Pennsylvania State Police (PSP)
  - <https://epatch.state.pa.us/>
    - Click "New Record Check"
    - Click "Accept Terms and Conditions"
    - Fill in your information, Click "Next"
    - Click "Proceed"
    - Fill in your information, Click "Enter this Request"
    - The screen will refresh, Click "View Queued Record Check Requests"
    - Click "Submit"
    - Click the control number by your name, Click "Certification Form" to receive your clearance
  - Verification/results should be able to be obtained immediately
  - Free for Volunteers
- Child Abuse History Clearance from the Department of Human Services
  - <https://www.compass.state.pa.us/CWIS>
    - Click "Create Individual Account"
    - Click "Next"
    - Fill in your information, Click "Next"
    - You will receive an email with your account password
    - Follow site steps to receive your clearance
  - Verification/results can take up to 2 weeks
  - Free for Volunteers

## FBI Fingerprint-Based Federal Criminal History **OR** Waiver of FBI Fingerprint-Based Record Check

- FBI Fingerprint-Based Federal Criminal History
  - <https://www.identogo.com/locations/pennsylvania>
  - Once on the site, select option for "Digital Fingerprinting" – Use Code 1KG6XN
  - Appointments are given priority over 'walk-ins'. Therefore, it is highly recommended that individuals make an appointment and not utilize the 'walk-in' option.
  - Cost as of 2023: \$23.25 paid at the time of the appointment. Major credit cards and money orders are accepted; cash and personal checks are not accepted forms of payment.

## **OR**

- Volunteer request for waiver of FBI Federal Criminal History Fingerprint Record Check
  - If the volunteer qualifies to sign the waiver, see attached for the waiver form.

### Sources:

<https://www.education.pa.gov/Educators/Clearances/Pages/default.aspx>  
<http://keepkidssafe.pa.gov/resources/clearances/index.htm>  
<http://keepkidssafe.pa.gov/resources/training/index.htm>  
<https://www.health.pa.gov/topics/school/Pages/Tuberculosis.aspx>