

New Volunteer Clearance Requirements: Due to new state regulations, all school volunteers, age 18 and older, are now required to have two clearances: Criminal history (Act 34) and Child Abuse history (Act 151). Each clearance is free for volunteers, as of July 25, 2015. This law took effect July 1, 2015, so all church, school, and early learning center volunteers who have direct contact with children must have these clearances prior to volunteering. This would include but is not limited to classroom helpers, library aides, lunch aide, field trip chaperones, etc. These clearances must be on file in the office and renewed every 36 months.

To completely register online and without needing to print or mail in the forms, follow the links below:

1. "Request for Criminal Record": <https://epatch.state.pa.us>
(After you see the result "no record" click on the ref. number in the chart to print out certificate to bring to the office)
2. "Pennsylvania Child Abuse History Clearance": <https://www.compass.state.pa.us/cwis>
(need to create an individual account to proceed, if you do not already have one)

To print forms for mailing in, follow the steps below: (If you applied on-line above you DON'T need to do this step)

Go to: www.dhs.state.pa.us

In the left column click: Find a form

Under "Other Topics" in the middle of the screen click: Clearances (in blue on the right)

Scroll until you see the following forms:

- CY113 – English Child Abuse Clearance
- Pennsylvania State Police Request for Criminal record check form (SP4-164)

Just a reminder: if individuals already have clearances within the last 3 years, due to State law, we MUST see the originals before making copies. We cannot accept copies from any individual.

PLEASE NOTE.... Effective December 31, 2014 VOLUNTEERS ARE NO LONGER REQUIRED TO SUBMIT A COPY OF THE PROCESSED RESULTS OF THEIR "REQUEST FOR CREMINAL RECORD" OR A COPY OF THEIR FBI FINGERPRINT RESULTS AS STATED ON THE "PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE" FORM UNDER "PURPOSE OF CLEARANCE."