

# VOLUNTEER CLEARANCES INFORMATION

## WHEN APPLYING FOR YOUR CLEARANCES,

- IT IS SUGGESTED THAT YOU APPLY ON-LINE FOR EACH OF THE CLEARANCES. WEBSITES ARE PROVIDED BELOW.
- BE SURE TO PRINT A COPY OF EACH CLEARANCE CERTIFICATE ONCE COMPLETED
- A COPY MUST BE PROVIDED FOR YOUR PERSONNEL FILE.
- KEEP A COPY FOR YOUR FILES
- YOUR BUILDING SECRETARY HAS A LIST OF ALL C-H EMPLOYEES SHOWING THE RENEWAL DATE, AS WELL AS INSTRUCTIONS TO ENROLL.
- IT IS YOUR RESPONSIBILITY TO RENEW CLEARANCES WHEN THEY ARE DUE. EXPIRED CLEARANCES WILL RESULT IN A BREAK IN SERVICE.

### → PA STATE POLICE CRIMINAL RECORD CHECK (ACT 34):

[HTTPS://EPATCH.STATE.PA.US/HOME.JSP](https://epatch.state.pa.us/home.jsp)

After registering, be sure to click on the Control # and print the RESPONSE FOR CRIMINAL RECORD CHECK. "RECORD CHECK REQUEST RESULTS" OR "INVOICE FOR CRIMINAL RECORD CHECK" ARE NOT ACCEPTABLE

### → PA CHILD ABUSE HISTORY CLEARANCE (ACT 151):

[HTTPS://WWW.COMPASS.STATE.PA.US/CWIS/PUBLIC/HOME](https://www.compass.state.pa.us/cwis/public/home)

PRINT RESPONSE AND KEEP A COPY FOR YOUR RECORDS AS WELL

### → FEDERAL BUREAU OF INVESTIGATION (ACT 114) FINGERPRINT CLEARANCE:

YOU MUST PREREGISTER FOR AN APPOINTMENT AT

[HTTPS://UENROLL.IDENTOGO.COM/](https://uenroll.identogo.com/)

SERVICE CODE FOR SCHOOL DISTRICT EMPLOYMENT: **1KG6XN**

SERVICE CODE FOR VOLUNTEER PURPOSES ONLY: **1KG6ZJ**

### → ACT 24 FORM

A COPY IS ATTACHED THAT YOU WILL NEED TO COMPLETE AND TURN IN

WHEN YOU HAVE RESULTS OF ALL THREE CLEARANCES & ACT 124 SUBMIT THEM TO YOUR BUILDING SECRETARY TO BE RECORDED FOR RENEWAL DATE AND PLACED IN YOUR PERSONNEL FILE.