



## Pennsylvania Background Check Requirements for ALL Volunteers

All volunteers working with children in Pennsylvania must have the following background clearances completed:

- PA State Police Criminal Check
- PA Child Abuse History Clearance
- FBI fingerprinting (if you have lived in PA for less than 10 years) OR a signed [FBI Disclosure Statement](#)

The background clearances are considered **valid by the state for 5 years** from their issue date. The information below will assist you in obtaining these clearances so you can continue volunteering with Bible2School®.

### **FAQs:**

**Q:** Can I submit background clearances I already have?

**A:** Yes, as long as they have been completed within the last five years.

**Q:** Do I need to submit the originals?

**A:** No. Bible2School believes that your background checks are your personal property. Please retain the originals and submit copies.

**Q:** What if my finances are tight and I'm unable to pay the background clearance fees?

**A:** Volunteers in PA can complete the State Police Criminal Check and the Child Abuse History Clearance once every five years for free. If finances are a burden to complete the FBI fingerprinting (if necessary) please reach out to Bible2School.



**Q:** Can Bible2School complete the background clearances for me?

**A:** Because Bible2School values the privacy of its volunteers, obtaining the background clearances are the responsibility of the individual. Also, the Child Abuse History Clearance asks detailed questions about your personal family history that only you would know. However, the Bible2School staff is committed to helping you complete the process and is available for any questions you might have.

**Q:** How do I go about requesting my background clearances?

**A:** Background Clearance Request Options:

- Printed forms (see attached State Police Criminal Check, Child Abuse History Clearance, and FBI Disclosure Statement)
  - Complete the forms and mail to the appropriate agency.
  - You will receive certificates in the mail.
  - NOTE – if you require FBI fingerprinting, you must register online. See the Online section for complete instructions on obtaining this request.
- Online
  - **PA State Police Criminal Check** can be accessed at <https://epatch.pa.gov/home>
    - You will receive a control number to access your information and print a copy of your certificate. The control number is only valid for ONE YEAR.
  - **PA Child Abuse History Clearance** can be accessed at <https://www.compass.state.pa.us/CWIS>
    - You will need to create an individual account and print your certificate.



**ATTENTION: If you have lived in Pennsylvania for LESS than 10 consecutive years from the date you are applying for clearance, you are required to submit a Federal Criminal Record Check (FBI fingerprinting).**

**To complete this process:**

**Register** PRIOR to visiting the fingerprint location site (listed below).

1. Go to: <https://uenroll.identogo.com/>
2. Enter Code 1KG6ZJ.
3. Choose 'Schedule or Manage Appointment'.
4. Fill in the required personal information on the following pages.
5. Choose a location and date/time to be fingerprinted.
6. Payment is due at your appointment (approximately \$25.00).
7. Print your registration confirmation page for your information.

**Get fingerprinted**

1. Note the documentation you chose and take it to your appointment.

**Results**

1. Results will be mailed to you. Please submit a copy to Bible2School.

**If you have lived in Pennsylvania for MORE than 10 consecutive years from the date you are applying for clearance, then you must sign the [FBI Disclosure Statement](#) and submit to Bible2School.**