

# CLEARANCE INFORMATION FOR BOARD-APPROVED ATHLETIC AND PARENT VOLUNTEERS

The following clearances are required for volunteering in the Purchase Line School District and must be renewed every 60 months:

- Pennsylvania Child Abuse History Certification
- Pennsylvania Criminal Record Check
- Federal Criminal History Record (Fingerprinting)\*  
\*Volunteers that have resided continuously in Pennsylvania for ten (10) years and swears in writing that s/he has never been convicted of a disqualifying crime in Pennsylvania or the corresponding offenses under the laws of any other jurisdiction may submit a signed "Volunteer Affidavit" in lieu of the fingerprint-based Federal Criminal History Record.

Following is information on how to apply for the required clearances:

## Pennsylvania Child Abuse History Certification – 717-783-6211

- No Cost for Volunteer Purposes
- Request certification online: [www.compass.state.pa.us/CWIS](http://www.compass.state.pa.us/CWIS).
- A paper copy of the request form is attached or can be found on the PLSD website: [www.plsd.k12.pa.us](http://www.plsd.k12.pa.us). Mail the paper copy to the address provided on the form. This will take several weeks to process and receive the clearance in the mail; therefore, the online application is recommended.

## Pennsylvania Criminal Record Check – 1-888-783-7972

- No Cost for Volunteer Purposes
- Request clearance online: <https://epatch.state.pa.us>.
- A paper copy of the request form is attached or can be found on the PLSD website. Mail the paper copy to the address provided on the form. This will take several weeks to process and receive the clearance in the mail; therefore, the online application is recommended.

## Federal Criminal History Record – (Fingerprinting) – 1-844-321-2101

- Cost: \$23.85
- Register online to have this clearance completed: <https://uenroll.identogo.com>.
- Register by telephone to have this clearance completed: 1-844-321-2101.
- ***When registering, be sure to use the following service code: 1KG6XN. Using the correct service code ensures the background check is submitted for the correct purpose. Fingerprinting requests processed through any other agency or purpose cannot be accepted and are not transferrable.***
- Proceed to a fingerprinting facility. Locations can be found on the Identogo website listed above.
- Submit the receipt received at the fingerprinting site which includes your Universal Enrollment ID to Purchase Line School District.
- Additional information can be found on the Identogo website, on Purchase Line School District's website, or on the Pennsylvania Department of Education's website.

Volunteer Affidavit (Submitted in Lieu of Fingerprint-Based Federal Criminal History Record)

- This form is attached or can be found on the PLSD website.

ADDITIONAL VOLUNTEER REQUIREMENTS:

- All volunteers must sign an Arrest/Conviction Report and Certification Form (under Act 24 of 2011 and Act 82 of 2012). This form is attached or can be found on the PLSD website.
- Volunteers must also submit verification of a recent tuberculosis test (less than three months old). This form is attached or can be found on the PLSD website.