

What clearances are required for volunteers?

- Pennsylvania Criminal Record Checks for Volunteers (SP4-164A) – FREE for volunteers
- Pennsylvania Child Abuse History Clearances (CY113) – FREE for volunteers
- Federal Bureau of Investigations (FBI) Criminal Background Checks – Only individuals who have resided in the state of PA for a period of ***less than 10 years*** need to obtain an FBI Criminal History Record. There is a fee for fingerprinting.

The most up to date information, more details and paper filing instructions can be found at <http://keepkidssafe.pa.gov/resources/clearances/index.htm>

If form requires it, use 'Family Promise of Berks County' as the organization with which you are volunteering.

PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE INSTRUCTIONS

- Requirements for clearances (effective July 1, 2015):
 - Clearances that have been obtained in Pennsylvania within the past 60 months are acceptable and considered current. Clearances must be renewed every 60 months.
 - Clearances obtained for employment purposes are acceptable for volunteer purposes.
 - Background check fees for volunteers are waived one time within a 5-year period.
 - A Child Abuse Clearance can be obtained online through the [Child Welfare Portal](http://www.compass.state.pa.us/cwis/public/home) at <https://www.compass.state.pa.us/cwis/public/home>. Creating an account and submitting your clearance application online will give you immediate access to your results or the status of your results if your results cannot be processed immediately.

PENNSYLVANIA STATE POLICE CRIMINAL RECORD CHECK INSTRUCTIONS

- The Pennsylvania State Police have established a web-based computer application called "Pennsylvania Access To Criminal History," (PATCH) at <https://epatch.state.pa.us/Home.jsp>

FEDERAL BUREAU OF INVESTIGATION (FBI) CRIMINAL BACKGROUND CHECK INSTRUCTIONS

- The Pennsylvania Department of Human Services utilizes [IDEMIA](#) (also referred to as IdentoGo and MorphoTrust) to process fingerprint-based FBI criminal background checks.
- The fingerprint-based background check is a multi-step process. Visit a local IdentoGO Center to securely provide your fingerprints which IdentoGo will submit electronically to the FBI. A link will be emailed to you to safely access your Federal background check results.
- Appointments to be fingerprinted are not required, but **pre-registration** is required either online or by phone. In order to pre-register for a FBI background check and/or find a fingerprinting location, go to www.Identogo.com (select Personal History Check, then FBI History Check); by telephone please call 1-844-321-2101 and listen to the options menu. Use service code **1KG6ZJ** for a volunteer.
- There is a fee for fingerprinting

More information is available at the <http://keepkidssafe.pa.gov/> website

- Child abuse/Mandated reporter FAQ
- Who is a Mandated Reporter?
- Training for Mandated Reporters – including a link to this free online training by [The University of Pittsburgh's Child Welfare Resource Center](#) at https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab_group_id=91_1

***Family Promise of Berks County, Inc.
Building Communities, Strengthening Lives***

Family Promise of Berks County, Inc. is a 501 (c) (3) non-profit organization. Contributions are tax deductible.
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