



Appendix 1

Requirements for Obtaining Clearances - Volunteers

LIMITED CONTACT VOLUNTEERS DO NOT NEED TO OBTAIN CLEARANCES

Substantial Contact Volunteers and Volunteer Coaches/Sponsors are required to submit their original background check reports to the Baldwin-Whitehall School District every five (5) years.

IF YOU HAVE LIVED IN PENNSYLVANIA FOR LESS THAN 10 YEARS - There are three required background checks for **Substantial Contact Volunteers and Volunteer Coaches/Sponsors**:

1. **Act 34** - State Police Criminal History Record
 - Can be completed on-line at: <https://epatch.state.pa.us/Home.jsp>
 - Reason for the request = VOLUNTEER - no cost
2. **Act 33/151** - Dept of Public Welfare Child Abuse Report
 - Can be completed on-line at: <https://www.compass.state.pa.us/cwis/public/home>
 - Reason for the request = VOLUNTEER – no cost
3. **Act 114** - Federal Criminal History Record Information (CHRI) – FBI Fingerprint Report -
 - Must be completed on-line at: <https://uenroll.identogo.com/>
 - Must enter the service code **1KG6XN**
 - Once you have submitted your information and receive a UEID number, you must complete the process by having your fingerprints done at a designated Fingerprint Location; walk-ins are welcome, however, appointments are recommended

IF YOU HAVE LIVED IN PENNSYLVANIA FOR 10 YEARS OR LONGER – There are two clearances and one affidavit that must be completed for **Substantial Contact Volunteers and Volunteer Coaches/Sponsors**

1. **Act 34** - State Police Criminal History Record
 - Can be completed on-line at: <https://epatch.state.pa.us/Home.jsp>
 - Reason for the request = VOLUNTEER - no cost
2. **Act 33/151** - Dept of Public Welfare Child Abuse Report
 - Can be completed on-line at: <https://www.compass.state.pa.us/cwis/public/home>
 - Reason for the request = VOLUNTEER – no cost
3. **Complete the Act 153 Affidavit**
Completely fill in all sections of the affidavit
 - Must be signed
 - Must be notarized

Please contact the Human Resource Department at 412.884.6300 ext.7461, if you have any questions.