Volunteer Clearance Packet

In order to participate in volunteer, co-curricular service, or curricular-related service activities offered through Elizabethtown College and/or one of our community partners, you may be required to complete **three** different background checks/clearances. This packet of information has been developed to guide you step-by-step through each process. In addition to this summary sheet, you will find three additional documents with screenshots, directions, etc.

The three clearances can be described as follows:

**1. PA Childline Clearance** [**https://www.compass.state.pa.us/cwis/public/home**](https://www.compass.state.pa.us/cwis/public/home)

As of July 2015, **volunteers** can obtain their PA criminal background check and **PA** **Childline Clearance** for free. These clearances **cannot** be used to satisfy requirements for employment or education student field placements.

**2. PA Criminal Background Check** [https://**epatch**.state.pa.us/](https://epatch.state.pa.us/)

As of July 2015, **volunteers** can obtain their **PA Criminal Background** check andPA Childline Clearancefor free. These clearances **cannot** be used to satisfy requirements for employment or education student field placements.

3. **FBI Clearance**

If you must complete the FBI Clearance (and associated fingerprinting), online registration can be found at [www.pa.cogentid.com](http://www.pa.cogentid.com)

The agency you are volunteering with will determine which department you need to get your FBI clearance through (PA Dept. of Ed. or PA Dept. of Human Services). Ask the volunteer agency which one they require **BEFORE**  you proceed, because the clearance results are **NOT** interchangeable.

**Fingerprinting**: Fingerprinting can now be completed at the Elizabethtown Public Library after Sept. 28, 2015.

**Note:** If you have been a PA resident for the previous 10 consecutive years, you do **NOT necessarily** have to complete the FBI Clearance. **Instead**, you can sign the PA Residency form found at <http://keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/c_160267.pdf>

For more information visit:

<http://www.psp.pa.gov/Documents/Public%20Documents/fingerprint_info/Fact%20Sheet%20for%20Volunteers%20Final%20.pdf>

If you have any questions about anything in these documents, please contact Sharon Sherick at shericks@etownedu.