Clearance Information

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. on our website.

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** **Childline Clearance** free of charge. 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 free of charge. These clearances **cannot** be used to satisfy requirements for employment or education student field placements.

3. **FBI Clearance** [**https://uenroll.identogo.com/**](https://uenroll.identogo.com/)

If you are volunteering and have been a PA resident for the last ten consecutive years, please ask your site if they will accept the Disclosure Statement Application for Volunteers (Affidavit) in place of fingerprinting. This would eliminate the need to obtain an FBI clearance at this time. This form can be found on our website.

If you do not fit the above description, you will need to apply for an FBI Clearance. A service code is now required to apply for an FBI clearance. The agency you are volunteering with will determine which code you need to get your FBI clearance through. Ask the volunteer agency for their FBI clearance registration code BEFORE you proceed, because the clearance results ARE NOT always interchangeable among sites. Your site will give you a code matching their specific area within the Department of Human Services OR the Department of Education. We have found that the two most commonly used service codes are the DHS Volunteer Service Code (1KG6ZJ) or The Department of Education Colleges/Universities Teacher Education Program (1KG6RT). Please see the detailed FBI directions included on our website for more codes.

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