

**Volunteer Clearance Requirements** Due to state regulations, all school volunteers, age 18 and older, are required to have two clearances: Criminal history (Act 34) and Child Abuse history (Act 151). Each clearance reports are free and may be done by paper form or online.

Pennsylvania Department of Education states: “Under Pennsylvania's Child Protective Services Law, school volunteers who are responsible for the child's welfare or who have "direct volunteer contact" with children at a school (i.e., the care, supervision, guidance, or control of children and routine interaction with children) are required to have background checks.”

This law went into effect July 1, 2015, so all church and school volunteers who have direct contact with children must have these clearances prior to volunteering. This would include but is not limited to classroom helpers, library aides, field trip chaperones, etc. Copies of the forms are available in the office or are available online.

Volunteer applicants are eligible to receive ONE Pennsylvania Child Abuse History Certification free of charge every 57 months. If a volunteer applicant has received a Pennsylvania Child Abuse History Certification free of charge within the previous 57 months, the applicant is required to provide a \$13.00 payment.

**To register online, follow the links below:**

“Request for Criminal Record”: <https://epatch.state.pa.us>

“Pennsylvania Child Abuse History Clearance”: <https://www.compass.state.pa.us/cwis>

**To print forms for mailing, follow the steps below:**

Go to: [www.dhs.pa.gov](http://www.dhs.pa.gov)

Go to: Publications

Click on “Clearances”

Choose the following forms:

- CY 113 form – Pennsylvania Child Abuse History Clearance
- SP 4-164 form – Request for Criminal Record Check

Please note: Both these clearances are good for five years from the time they are submitted. If any individuals already have these clearances within the last five years, copies of both may be turned into the school office.