



8/9/2021

Dear Holy Ghost Preparatory Volunteer,

Volunteers play a vital role in supporting the staff, students, and programs of our school at Holy Ghost Preparatory School (HGP). Thank you for your interest in volunteering at HGP. On October 22, 2014, Act 153 of 2014 was signed into law which changed background check requirements for employees, contractors and volunteers. This law requires action on your part in order to remain or become a volunteer at HGP.

Effective July 1, 2015, all employees, contractors and volunteers are required to obtain new clearances (Child Abuse Certification, PA State and Federal criminal history checks) every five (5) years.

The PA State Police Criminal Background Check and PA Child Abuse History Certification are required of ALL volunteers. In addition, the Federal (FBI) Fingerprinting check may be required of some volunteers.

CLEARANCES/CERTIFICATIONS:

PA State Police Background Check and PA Child Abuse Certification fees were waived by the state effective July 25, 2015 for volunteers.

1. PA State Police Criminal Record Check – Required of all volunteers:

<https://epatch.state.pa.us/Home.jsp> Click - NEW RECORD CHECK (Volunteers only)

Completed online, instantly available to print, save and/or provide electronically.

2. PA Child Abuse History Certification - Required of all volunteers

<https://www.compass.state.pa.us/cwis/public/home>

Completed online and will be mailed and emailed to you within 14 days.



3. Federal (FBI) Criminal History Record Check (Fingerprinting) - Waived for some volunteers – see “b” below.

<https://uenroll.identogo.com/>

a. Volunteers who have not resided within PA for the past 10 consecutive years must complete the FBI fingerprinting record check.

This is a 2- STEP process:

- (1) Register online. You will be asked to provide a Service Code. Your code is 1KG6V5.
- (2) You will be directed to a page where you will be given an option to “Schedule or Manage Appointment.” Provide your personal information and select your preferred fingerprint location.
- (3) Print the registration receipt.
- (4) Visit the fingerprinting site to have your fingerprints scanned and submitted electronically. When you go to the fingerprinting site, you must bring a copy of your registration receipt and your State ID. You will be required to pay a \$22.60 registration fee for which you will be reimbursed.

b. Volunteers are exempt from the fingerprinting check if they meet both of the following requirements:

- ✓ Have resided within Pennsylvania for the past 10 consecutive years; AND
- ✓ Complete and return the Volunteer Affidavit.

Once you have your clearances, please forward them to Tina Soule in the Finance Office.

If you have any questions, please contact Tina Soule at 215-639-2102 ext. 230 or via email at tsoule@holyghostprep.org.