



## **VOLUNTEER CLEARANCES**

There are 3 clearances needed in order to volunteer in GMSD buildings. These 3 requirements need to be submitted to Governor Mifflin Education Center to be added to the approved volunteer listing. You may drop them off at any GMSD building to have forwarded to the Education Center.

- 1) **Criminal Background Check** - completed with Pennsylvania epatch ( <https://epatch.pa.gov/home> ) The Background Check is valid for 5 years from date on certificate.
  
- 2) **Child Abuse Clearance** – completed with the Department of Public Welfare <https://www.compass.state.pa.us/CWIS> ) The Child Abuse Clearance is valid for 5 years from date on certificate.
  
- 3) **There are 2 options for the final requirement**
  - a. **FBI Federal Criminal History Records** – the fingerprint-based background check is a multiple-step process. The applicant must register first prior to going to a fingerprint site. Registration is completed online at [Uenroll.identogo.com](http://Uenroll.identogo.com). When prompted, please enter the service code **1Kg6XN**. The clearance must be made under the Department of Education, NOT the Welfare, Health or Retail. The location of the fingerprint sites and day and hours of operation for each site are listed on website when completing registration. To obtain these records, a payment of \$25.25 at the time of being fingerprinted in the form of a credit card or debit card, is required  
FBI clearance is valid for 5 years from date prints are taken.  
  
**Or**
  - b. If applicant has lived in PA for more than 10 years they can skip the fingerprinting and complete an **Act 153 Affidavit** at any of the GMSD buildings. (this is only valid for 12 months)

**Once you have all 3 clearances please go to the following website to submit them.**

<https://solutions.iu13.org/compliance/Portal>

Instructions for uploading are on the reverse of this page

Submitting clearances on <https://solutions.iu13.org/compliance/Portal>

First time submitting to district online:

Under Portal Submit documents click “Access Portal” when prompted for Organization code enter “GMSD” and follow the site prompts to add yourself. Under Classification & Position you will list volunteer. Once you add yourself to the list you will be able to upload your documents for approval.

Renewal/Existing users:

Under Portal Submit documents click “Access Portal” when prompted for Organization code enter “GMSD” and follow the site prompts to log in using the same email address used. When info matches what was used previously it will email you a code to enter to continue. Click on the update button for each that you need to update.

If you have questions or problems please email [HRServiceDesk@gmsd.org](mailto:HRServiceDesk@gmsd.org)