

Volunteer Procedures

Effective December 31, 2014, new volunteers must have clearances in order to be approved.

Please complete the Registration Form/Disclosure Sheet and the Emergency Information Sheet. Obtain the Principal's signature on the Registration Form.

Please visit www.gettysburg.k12.pa.us/volunteer for a complete list of important Volunteer Information and Instructions.

Instructions for Clearances

NOTE: If you are obtaining your clearances for volunteer purposes ONLY, you may choose the volunteer option on each clearance website. However, volunteer clearances will not be accepted for employment.

PA Child Abuse History Clearance – Apply online through the Pennsylvania Child Welfare Information Solution, Child Welfare Portal at www.compass.state.pa.us/cwis/public/home. You will select the option for a volunteer clearance. This should be free of charge.

- You will be directed to create a Keystone ID. Use this login and password to start the application.
- Your clearance certificate will be available through your Child Abuse History Clearance Account once your application has been processed (up to 14 days). Additionally, you can choose to have it sent to your home or mailing address.

PA State Police Criminal Record Check – Apply online through PATCH at <https://epatch.pa.gov/home>. You will select the option for a volunteer clearance. This should be free of charge.

- If status is **No Record**, double click on the control number. This will take you to the details screen; click on **Certification Form**. Your clearance will be displayed and needs to be printed.
- If status is **Request Under Review**, you should periodically check the PATCH website to determine the final status. The result will eventually show up as **No Record** or **Record**. If it shows the latter, a clearance record response will be mailed to you. Otherwise, please navigate to your **Certificate Form** and print it.
- If status is **Pending**, you should periodically check the PATCH website to determine the final status. If it remains **Pending** for more than 24 hours, call the Help Line at 1-888-783-7972.

Federal Criminal History Record Information Report – Fingerprinting required. IDEMIA manages the fingerprinting process for the PA Department of Education. You must register prior to going to the Fingerprint Center (see bullets below for site addresses).

Registration is available online 24/7 at <https://uenroll.identogo.com/>.

When registering, **Enter service code: 1KG6ZJ**

Once registered, go to one of the centers with your registration ID number and a valid photo ID. Upon being fingerprinted, please provide your employer with your registration ID number. This number allows the employer to view your record online.