

CDSD VOLUNTEER CLEARANCE CHECKLIST

Child volunteer clearances are background checks required by the state for adults who act as unpaid volunteers working directly with or supervising children. Clearances require a full background check and paperwork submitted from state agencies. After Central Dauphin School District (CDSD) receives and verifies clearances, volunteers will be provided with a Volunteer Badge to be worn at all times while volunteering. Volunteer badges expire five years after the issue date of the oldest clearance paperwork submitted.

ACT 34: PA CRIMINAL HISTORY RECORD CHECK (FREE)

- ☐ Submit the request online at the PA State Police PATCH website at <https://epatch.pa.gov/home>
- ☐ Once results are received, **PRINT** a copy to submit to CDSD.
 - If you have previously gotten this clearance for another purpose, the report presented for review shall be no more than 1 year old.

ACT 151: PA CHILD ABUSE HISTORY CLEARANCE (FREE)

- ☐ Submit the request online at the PA State Child Welfare Portal website at <https://www.compass.state.pa.us/cwis>
- ☐ Once results are received, **PRINT** a copy to submit to CDSD.
 - The report presented for review shall be no more than 5 years old.

ACT 114: FBI CRIMINAL HISTORY REPORT (FEE CHARGED)

HAVE YOU LIVED IN PA FOR THE PAST 10 CONSECUTIVE YEARS? If so, skip this report/fingerprinting. Instead you'll complete the Dept. of Human Services Volunteer Disclosure Statement at your meeting with CDSD Security.

- ☐ Call **1-877-371-5422** or email RA-PWCPSLQUESTIONS@pa.gov to obtain a service code to include on application site in next step. Write code here: _____
- ☐ Submit the request online at the FBI website at <https://uenroll.identigo.com>
 - Applicant Type: DHS VOLUNTEER
 - Department: Department of Human Services
- ☐ You will be given a number to take to your local Identigo center. Write number here: _____
- ☐ Schedule an appointment with Identigo.
- ☐ Go to the Identigo center for fingerprinting.
- ☐ Once results are received, **PRINT** a copy to submit to CDSD.
 - The report presented for review shall be no more than 5 years old.

ONCE YOU HAVE OBTAINED YOUR CLEARANCES:

- ☐ Call CDSD Security at **717-545-4703 ext. 70521** or email cdbadging@cdschools.org. Leave a message with your name and phone number.
 - Someone will return the call to arrange an appointment for documents to be reviewed.
 - Instructions will be provided on how and when to obtain a CDSD Volunteer Badge.
- ☐ Receive your Volunteer Badge.