

CLEARANCE REQUIREMENTS FOR VOLUNTEERS

All potential volunteers must complete clearances as the first step in the approval process.

- **Act 34 – PA State Criminal History Clearance (free for volunteers)**
 - Available online: <https://epatch.pa.gov/home>
 - Choose “Submit a New Record check”, then follow the instructions.
 - Results should appear on screen. Print out the “Invoice” with a copy of the State seal and submit it to Bradford Tioga Head Start.
 - If the response is “Request Under Review or Pending”, you must periodically check back with the website until your request is processed. Your results will be mailed to you and may not be printed.

- **Act 151 – Child Abuse Clearance (free for volunteers)**
 - Available online: <https://www.compass.state.pa.us/cwis/public/home>
 - Create an Individual Account, click next.
 - Provide the required information and click finish. You will immediately receive an email with a temporary password.
 - Go back to <https://www.compass.state.pa.us/cwis/public/home> and click login.
 - Access My Clearances and continue login using your Keystone ID and the password that was emailed to you. You will be prompted to change your password then submit.
 - Accept the Terms and Conditions and continue.
 - Create a clearance application – CAREFULLY read and follow all instructions.
 - For “Purpose of Clearance”- choose “VOLUNTEER.”

- **Act 114 – Federal Background Check Clearance (\$25.50)**

THIS CLEARANCE ONLY NEEDED IF YOU HAVE LIVED OUTSIDE OF PA IN THE LAST 10 YEARS.

- Register at <https://uenroll.identogo.com>
or by calling 1-844-321-2101 (Mon- Fri 8 AM- 6 PM)
- Use service code: **1KG6ZJ**
- Select “Schedule an Appointment”, then follow the remaining instructions.
- You will receive a receipt at the fingerprinting site. You must provide this receipt to Bradford Tioga Head Start