



HSA Educational Volunteer Child Abuse Clearances Guide

To comply with the new Child Abuse Clearance standards enacted by the Pennsylvania Legislature, all HSA Educational Volunteers must obtain the following clearances. Clearances will be valid for 5 years (60 months).

- Pennsylvania Criminal History Record Check
- Pennsylvania Child Abuse History Clearance
- FBI Criminal History Check and Fingerprinting

Effective July 25, 2015, Pennsylvania clearances will be free for volunteers. The FBI clearance will cost \$25.75; however, a signed affidavit may be submitted in place of this clearance. Please reference the guidelines listed below for obtaining each clearance. For more information regarding the new clearance standards, visit this link: <http://keepkidssafe.pa.gov/>.

- *Pennsylvania Criminal History Record Check (free)*
 - If you would like to complete and submit a paper application via mail, you can access the document at this link - http://www.dhs.state.pa.us/cs/groups/webcontent/documents/form/s_001769.pdf.
 - **NOTE** – This document has not been updated to reflect that it is free for volunteers. For questions, please call (717) 783-9973 or toll free 1-888-783-7972
 - You may **complete** this clearance online at the following link - <https://epatch.state.pa.us/Home.jsp>. If you have questions about the application itself or need assistance, please call (717) 783-9973 or toll free 1-888-783-7972.
 - Choose “**New Record Check (Volunteers Only)**” and enter your information. Under **Volunteer Organization Name**, write **Harrisburg Symphony Association**.
 - This clearance returns almost immediately provided no record exists.
 - Click on “Control #” link on the left side of the “Record Check Request Results” chart. This will take you to the “Record Check Details” page.
 - Click on “Certification Form” located in the center of the screen, A document titled “Pennsylvania State Police Response for Criminal Record Check” will appear. Print this certificate using the print icon in the top right corner.

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- *Pennsylvania Child Abuse History Clearance (free)*
 - Before you begin, you will want to prepare a list of all addresses where you have lived since 1975 and everyone who has lived with you at any time since 1975. You will need to provide this information.
 - If you would like to complete and submit a paper application via mail, you can access the document at this link – http://keepkidssafe.pa.gov/cs/groups/webcontent/documents/form/s_001762.pdf.
 - You may **complete** this clearance online at the following link - <https://www.compass.state.pa.us/CWIS/Public/Home>. If you have questions about the online application process, call 1-877-343-0494 (M-F 8 am to 6 pm) for technical assistance. It is highly recommended that you call the customer service representatives to help you walk you through the log in and application process as you will receive many helpful hints that are not on the web pages.
 - Choose the **“Create An Individual Account”** option. You will be asked for your Keystone ID#; this is a number that you will create for yourself. It is suggested you use 6-8 letters and 2 digits for this ID. You will need this ID number again, so write it down.
 - Once you create an ID, you will receive two emails: one email is confirming your Keystone ID (hold on to this information); the second email will be a temporary password.
 - You will then need to log back in to the portal and using your Keystone ID and temporary password, create a permanent password. Write down your permanent password as you will need it to log back into the system to receive your clearance certificate. It is recommended that your permanent password be 5-7 letters; 1 letter must be capitalized; 2 digits and a special character should also be used.
 - Once your account has been created and you have set a permanent password, select **“CREATE CLEARANCE APPLICATION.”**
 - For Application Purpose, select **“Volunteer Having Contact with Children.”**
 - For the volunteer category, select **“other”** and under agency name, type **“Harrisburg Symphony Association.”**
 - Complete the application as directed.
 - On the address page, select **“No”** to have a paper version of the certificate sent to you. If you select yes, you will be notified when you clearance is complete, but you will not have access to the certificate electronically.
 - It is recommended that when you list members of your household, you start with your parents/legal guardians, siblings, spouse, children, and any other members in that order, skipping any categories that do not apply. We have been told inputting in that order helps the system process the application faster.
 - For your e-signature, type your first and last name only.
 - Finalize the application and wait for your results to arrive via email notification (could be same day or up to 14 days from the time you submit your application).

- You will receive an email when your clearance is complete and available for printing. Click on the link in your email to access your e-Clearance ID and follow instructions for printing. You can also save the certificate to your own computer.
- *FBI Fingerprinting (\$25.75)*
 - You may **register** for this clearance online at the following link - <https://www.pa.cogentid.com/index.htm>. If you have questions about the online application process, please call the FBI/Adam Walsh Unit at (717) 783-6211 or 1-877-371-5422. Also, you may register by telephone prior to going to the fingerprinting site by calling 1-888-439-2486 (M-F 8 am to 6 pm).
 - Click on the **Department of Human Services** icon and select **Register Online**.
 - Complete the application as instructed.
 - **Please note:** once you have registered, you then need to find the nearest fingerprinting location (you can find a map here: https://www.pa.cogentid.com/index_dpwNew.htm) and have your fingerprints documented in person.
 - You will need a valid driver's license as proof of identification. If you do not have a driver's license, alternative forms of identification may be found here: https://www.pa.cogentid.com/index_dpwNew.htm.
- *Affidavit (as a substitution for FBI Fingerprinting)*
 - As an alternative to the FBI Fingerprinting, some volunteers may be able to submit a signed affidavit.
 - An individual who has lived in Pennsylvania for **the entirety of the previous ten years** prior to the date of submission may sign the affidavit in place of a FBI clearance.
 - Alternatively, an individual who has not been a resident of Pennsylvania during the entire previous ten-year period, but who has received a clearance through the FBI since establishing residency in Pennsylvania can provide a copy of the certification to the HSA Education Director and sign an affidavit.

The HSA is **required to** keep a copy of each volunteer's clearances on file. Once you have completed the applications and received all three documents, please email them to mark@harrisburgsymphony.org. Alternatively, you may mail or hand deliver them to the HSO office:

Harrisburg Symphony Association
800 Corporate Circle, Suite 101
Harrisburg, PA 17110
Attn: Director of Education

Should you have any questions or concerns, please contact me at mark@harrisburgsymphony.org or call 717-612-4965.

August 13, 2015