

Pittsburgh Friends Meeting Child Care Clearances: Information and Instruction

Thank you for the time and energy you are investing in Pittsburgh Friends Meeting's children.

A [Pennsylvania child protective services law](#) requires that every person interacting directly with children in a volunteer capacity have three criminal and child abuse clearances. PFM's Childcare Clearances Committee maintains clearance records for each First Day School teacher and childcare provider. Everyone volunteering with the Meeting's kids must obtain new clearances every 60 months (5 years):

- Pennsylvania child abuse history clearance
- Pennsylvania state police criminal history record
- FBI report of federal criminal history (fingerprinting)
 - If you have lived continuously within the Commonwealth of Pennsylvania for the last 10 years, **or** if you have gotten a federal background check since moving to PA and provided a copy to PFM, a signed affirmation (attached to this document) may be provided in lieu of the FBI clearance.
 - Volunteers who have lived outside the Commonwealth of Pennsylvania in the last 10 years, and who have not had a federal fingerprint check since moving to PA, must complete the Federal Criminal History fingerprint check.

Mandated Reporting

As an FDS teacher/child care provider, you are required by a Pennsylvania Child Protective Services law to report suspected child abuse to the state. If you have reasonable cause to suspect a child is a victim of abuse, you must make a report to Childline at www.compass.state.pa.us/cwis or by calling 1-800-932-0313. [Read about mandated reporting here.](#)

If you already have current clearances for another purpose: Please email the documents to pfmclearances@gmail.com.

Child Abuse History Clearance

1. The Child Abuse History Clearance for volunteers is free of charge once every 60 months with a payment code. To get a payment code, please contact the Childcare Clearances Committee.
2. Go to <https://www.compass.state.pa.us/CWIS/Public/Home>, click "individual login," and follow the instructions to create an individual account. If you already have an account, just log in.
3. Complete the clearance application form on the website, choosing "Volunteer having contact with children" as the purpose. On the payment page, use the code provided by the Clearances Committee.
4. Using the assigned payment code lets us track it on the state website. You won't have to do anything else for the Child Abuse Clearance.

Pennsylvania State Police Criminal History Clearance

1. The PA criminal check is free of cost for volunteers. You do not need a payment code.
2. Go to <https://epatch.state.pa.us/Home.jsp> and click "new volunteer record check." List Pittsburgh Friends Meeting as the organization.

3. There are two screens to the form. The first wants to know who's asking for the background check. Fill this in with:

Name: Pittsburgh Friends Meeting

Phone number: 412-683-2669

Address: 4836 Ellsworth Ave, Pittsburgh PA 15213

Email: pfclearances@gmail.com – use this email so the committee gets a copy of your result.

Make sure to save/print your instant result after submitting the form for your records.

4. The second screen asks for your own information, as the subject of the background check.
5. Please email the Clearances Committee when you've done this, so we can verify it went through.

Federal Report of Criminal History (FBI) Clearance

1. If you have been a resident of Pennsylvania for the last 10 consecutive years, **or** if you have ever provided a copy of a federal background check to PFM since moving to PA, you do not need an FBI background check. Instead, complete and sign a copy of the affirmation on the next page and submit it to the Clearances Committee. Otherwise, follow the steps below to get an FBI background check.
2. An FBI clearance costs \$22.60 for volunteers. If this is not in your budget, contact the Childcare Clearances Committee.
3. Pennsylvania uses IdenToGo to manage federal background checks. Go to <https://uenroll.identogo.com/> and enter the service code **1KG6ZJ**, which indicates that you are being fingerprinted for volunteering under PA Department of Human Services law.
4. Click "Schedule or Manage Appointment." Fill in your Essential Information, Additional Information, Citizenship Information, Personal Questions, Personal Information, Mailing Address, and Documents.
5. Select an IdenToGo site and schedule a time to get fingerprinted.
6. For your appointment, make sure to bring necessary identification to confirm your identity and a form of payment. IdenToGO locations accept business check, money order, or credit card.
7. When you receive your result, please email a copy to pfclearances@gmail.com. Turnaround time is 1-3 days after fingerprinting.

[Find answers to common questions about child abuse clearances here](#). For help, please contact a member of the Childcare Clearances Committee. Email pfclearances@gmail.com or check the PFM directory for the current members and their contact info.

Thank you, Friend!

DISCLOSURE STATEMENT FOR VOLUNTEERS
Required by the Child Protective Service Law
23 Pa. C.S. Section 6344.2 (relating to volunteers having contact with children)

Print Name: _____

Signature: _____

Date: _____

I swear/affirm that I am seeking a volunteer position and **AM NOT** required to obtain a certification through the Federal Bureau of Investigation (FBI), as:

- the position I am applying for is unpaid; **and**
 I have been a resident of Pennsylvania during the entirety of the previous ten-year period,
or
 I have received certification from the FBI since establishing residency in Pennsylvania and provided a copy of the certification to my organization.

I swear/affirm that, if providing certifications that have been obtained within the preceding 60 months, I have not been disqualified from service as outlined below or have not been convicted of an offense similar in nature to a crime listed below under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

I swear/affirm that I have not been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

I swear/affirm that I have not been convicted of any of the following crimes under Title 18 of the Pennsylvania consolidated statutes or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth:

Chapter 25	(relating to criminal homicide)
Section 2702	(relating to aggravated assault)
Section 2709.1	(relating to stalking)
Section 2901	(relating to kidnapping)
Section 2902	(relating to unlawful restraint)
Section 3121	(relating to rape)
Section 3122.1	(relating to statutory sexual assault)
Section 3123	(relating to involuntary deviate sexual intercourse)
Section 3124.1	(relating to sexual assault)
Section 3125	(relating to aggravated indecent assault)
Section 3126	(relating to indecent assault)
Section 3127	(relating to indecent exposure)
Section 4302	(relating to incest)
Section 4303	(relating to concealing death of child)
Section 4304	(relating to endangering welfare of children)

Section 4305 (relating to dealing in infant children)
Section 5902(b) (relating to prostitution and related offenses)
Section 5903(c) (d) (relating to obscene and other sexual material and performances)
Section 6301 (relating to corruption of minors)
Section 6312 (relating to sexual abuse of children)
or an equivalent crime under Federal law or the law of another state.

I swear/affirm that I have not been convicted of a felony offense under Act 64-1972 (relating to the controlled substance, drug device and cosmetic act) committed within the past five years.

I understand that I shall not be approved for service if I am named as a perpetrator of a founded report of child abuse within the past five (5) years or have been convicted of any of the crimes listed above or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

I understand that if I am arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law as listed above, or am named as perpetrator in a founded or indicated report, I must provide the administrator or designee with written notice not later than 72 hours after the arrest, conviction or notification that I have been listed as a perpetrator in the Statewide database.

I understand that if the person responsible for employment decisions or the administrator of a program, activity or service has a reasonable belief that I was arrested or convicted for an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law, or was named as perpetrator in a founded or indicated report, or I have provided notice as required under this section, the person responsible for employment decisions or administrator of a program, activity or service shall immediately require me to submit current certifications obtained through the Department of Human Services, the Pennsylvania State Police, and the Federal Bureau of Investigation, as appropriate. The cost of certifications shall be borne by the employing entity or program, activity or service.

I understand that if I willfully fail to disclose information required above, I commit a misdemeanor of the third degree and shall be subject to discipline up to and including denial of a volunteer position.

I understand that certifications obtained for the volunteering purposes can only be used for that purpose and cannot be used for employment purposes.

I understand that the person responsible for employment decisions or the administrator of a program, activity or service is required to maintain a copy of my certifications.

I hereby swear/affirm that the information as set forth above is true and correct. I understand that false swearing is a misdemeanor pursuant to Section 4903 of the Crimes Code.