Act 153 - Background Processing for Volunteers

As of December 31, 2014, the PA Child Protective Services Law (CPSL) was amended and expanded to require all school entities to conduct 3 clearances for covered volunteers: PA State Police Criminal Record Check, PA Department of Human Services Child Abuse History Clearance and FBI Criminal History Background Check, as well as offer training on Child Abuse Recognition. The College requires that the clearances be completed for all volunteers and repeated every 60 months.

**FBI Background Check:**
Please print and complete the attached Disclosure Statement Application for Volunteers and Applicant Notice and Consent Form and return to Human Resources as soon as possible.

**Criminal Record Check:**
Complete the online request for a ‘volunteer’ Criminal Record Check Certification through PATCH. Go to https://epatch.state.pa.us/ to complete the online request for the Criminal Record Check, select the option for “New Record Check (Volunteers only)”. Next read the Terms and Conditions and check the box for the Volunteer Acknowledgement Section at the bottom of the page. Then you will need to complete your Personal Information and the Record Check Request Form. Your results may display immediately or they will be in a ‘in process’ status. All Criminal Record Check Certification results must be delivered to Human Resources upon receipt. The original print out needs to be verified and placed in your personnel file.

**Child Abuse History Clearance:**
Go to https://www.compass.state.pa.us/cwis/public/home and create an individual account to complete the online application process. The payment has been waived for volunteers to receive a Pennsylvania Child Abuse History Certification.

Completing the Application:
- You will need to create a personalized Keystone ID to create an online application.
- Select the “Create Individual Account” to begin the process.
- Please indicate “Volunteers Having Contact with Children” for the purpose of the certification and for the fee to be waived.
- Please select “Yes” when asked if you would also like to have a paper version of the certificate sent to your home or mailing address when you get to the Certificate Delivery Method section.
- Before you start, you should have the following information readily available to help you complete your form quickly:
  - Addresses where you have previously lived since 1975. If you cannot remember exact addresses, please enter as much information as you can.
  - Names of all individuals with whom you have lived with to include parents, guardians, siblings, spouses, etc. everyone with whom you have ever lived since 1975 or anyone with whom you are living with currently. This includes, but is not limited to, your parents, guardians, spouses and/or siblings.
  - Any previous names you have used or have been known by.

You will need to submit the original certification mailed to you from The Pennsylvania Department of Public Welfare to the Human Resources department located in Pearson Hall. If you have any questions please contact Amanda Puchon, Talent and Retention Manager at 610-328-8530.

Thank you,
Human Resources
Swarthmore College