

PA CHILD PROTECTIVE SERVICES LAW (ACT 153) BACKGROUND CLEARANCE INFORMATION

To be in compliance with Pennsylvania Act 153 all JFBB Snowsport Instructors, Race Coaches, Junior Instructors, Professional & Volunteer* Ski Patrol must obtain (at your own expense) the three clearances below:

- 1. Pennsylvania Child Abuse History Clearance (Act 33)**
- 2. Pennsylvania State Police Request for Criminal Records Check (Act 34)**
- 3. FBI Criminal Background Check (Act 73)**

Please bear in mind that when navigating through each website it is extremely important you read and follow the instructions given.

If you have obtained these 3 clearances for another employer we are able to accept them (providing they are less than 5 years old). An Affirmation will need to be signed in order to transfer your clearances to our company. The HR Office will provide you with the Affirmation.

If you have obtained any clearance for Volunteer Purposes they cannot be used for your paid position at our company. You must obtain the clearances again for the purposes of a paid position.

(* Please see each description for required volunteer clearances as they differ from paid staff)

Pennsylvania Child Abuse History Clearance (Act 33) - Cost \$13

- *Everyone age 14 and older must obtain this clearance (fee waived for volunteers)*

To obtain your clearance go to <https://www.compass.state.pa.us/cwis/public/home> and follow these steps:

1. Click Create an Individual Account – Keystone ID (username) and Password. You will need to confirm your password via email.
2. Once your account is created, select “Create Clearance Application”
 - Read the information titled “Getting Started”
 - Application Purpose is “Individual age 14 or older applying/holding paid position...”
 - Applicant Information – enter all pertinent information pertaining your identity including maiden names or nicknames
 - Current Address – enter your home and mailing address
 - Previous Addresses – enter all addresses you have lived at since 1975
 - Household members – enter all persons you are currently or have lived with since 1975
 - Review the information you have entered and make edits if necessary
 - eSignature – enter your first and last name
3. Pay for your e-Clearance by Visa, Mastercard, American Express or Discover
4. You will have the option to obtain your clearance electronically, by mail or both. If you choose electronically – you will be able to log back into your account and print the clearance within hours or days. If you select by mail, expect a wait time of 1-2 weeks.

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**Pennsylvania State Police Request for Criminal Records Check
(Act 34) – Cost \$22**

- *Everyone age 14 and older must obtain this clearance (fee waived for volunteers)*

1. Results are returned immediately (if no record exists).
2. Go to the ePatch website (*Credit card required*): <https://epatch.state.pa.us/>
3. For paid staff, click *Submit a New Record Check*. (*Volunteers should click on the box labeled for Volunteers.*)
4. Read and accept the terms
5. Select *Individual Request* (not *Company Request*) and follow the instructions to submit your background check.
6. If no record exists, you can immediately print out your clearance certificate.
7. Place your mouse over and **click on the Control Number**, this will open a new screen then click on **Certificate Form**, this is your Clearance Certificate. Print this certificate.

**FBI Criminal Background Check
(Act 73) – Cost \$22.60**

- *All Paid Staff age 18 or older, must obtain this clearance*
- *Any Volunteer age 14 and older who does not reside in PA or has not resided in PA for the last 10 years must obtain this clearance.*
- *Any Volunteer age 14 and older who has resided in PA for the last 10 years need not obtain this clearance but must sign an Affirmation attesting to residency.*

1. Register for fingerprinting online at the Identogo website: <https://www.identogo.com/>
2. Under “*Search for Services By State*” – select *Pennsylvania*, then click “go”
3. On the next page, click on *Digital Fingerprinting*
4. On the next page, enter **Service Code 1KG756**
5. Select *Schedule or Manage Appointment* and enter your information
6. Part of the registration will require you to select an Identogo Fingerprint Location and schedule an appointment. Scheduled appointments take precedence over walk-ins.
7. Bring the required Identification Documents and Payment to the fingerprint location.
8. Identogo only accepts Money Order or Credit Card – NO CASH
9. After your prints are taken the Clearance Certificate will be mailed to you within 5-10 business days. You cannot obtain your Certificate online nor can JFBB obtain it on your behalf.
10. If you reside outside of Pennsylvania, you must have your fingerprints taken within the state of PA – you cannot have your prints taken in any neighboring state even though Identogo may have facilities in your home state. This is PA’s rule based on the Child Protective Services Act – JFBB has no say in how the FBI Clearance process is established.

For more information and online links to the above websites please visit:

<http://www.dhs.pa.gov/publications/findaform/childabusehistoryclearanceforms/index.htm>