

# Instructions for Obtaining Required Clearances

To ensure the safety of all kids who visit SFSP sites, the following are required clearances for **all site staff and volunteers**:

1. PA Criminal Background Check / Act 34
2. Child Abuse Clearance / Act 33
3. FBI Fingerprints (\$23 Fee)

## Directions on obtaining the PA Criminal Background Check (Act 34)

1. Go to <https://epatch.state.pa.us/Home.jsp>.
2. On the home page, click on "New Record Check (Volunteers only)."
3. Read the terms and conditions, check the box, and click the accept button at the bottom of the page.
4. Fill out your personal information and follow any other necessary directions.
5. You should get the results of your background check instantly. Make sure you print out the certificate at the end (by clicking the control number) to give to your site administrator. If you are not able to print, save the certificate as a PDF file and email it.

## Directions on obtaining the Child Abuse Clearance (Act 33)

1. Go to <https://www.compass.state.pa.us/cwis/public/home>.
2. If you do not have an account with the Child Welfare Portal, create an individual account.
3. Once you create an account, follow the directions. The results of the clearance should be provided within two weeks.

## Directions on obtaining the FBI Fingerprints

1. Go to <https://www.identogo.com/locations/pennsylvania>.
2. Scroll down the page and click on "Digital Fingerprinting" under "Enrollment Services."
3. If your organization has a service code, enter that in the appropriate box. If you do not have a service code, scroll to the bottom and click "FBI History Check."
4. Click on "Schedule and Manage Appointment."
5. Fill out the form and follow the necessary directions.
6. Once you schedule your appointment and know what location to go to, try to keep your appointment. Alternatively, most centers offer walk-in hours.
7. Once you have your fingerprints done, you will get your results in about 2-3 weeks in the mail.