A GUIDE TO PROCESSING CLEARANCES

Criminal History, Child Abuse, and FBI Fingerprinting

On October 22, 2014, House Bill 435 was signed into law becoming Act 153 of 2014. This law now requires all volunteers having direct contact with children to obtain new clearances (Pennsylvania State Police Criminal History Record Check and Pennsylvania Child Abuse History Clearance) every 36 months. This is an unfunded state mandate and unfortunately the costs associated in obtaining these clearances are the responsibility of the volunteer. Clearance fees are at the expense of the mentor and/or employer and will not be reimbursed by the Tulpehocken Area School District.

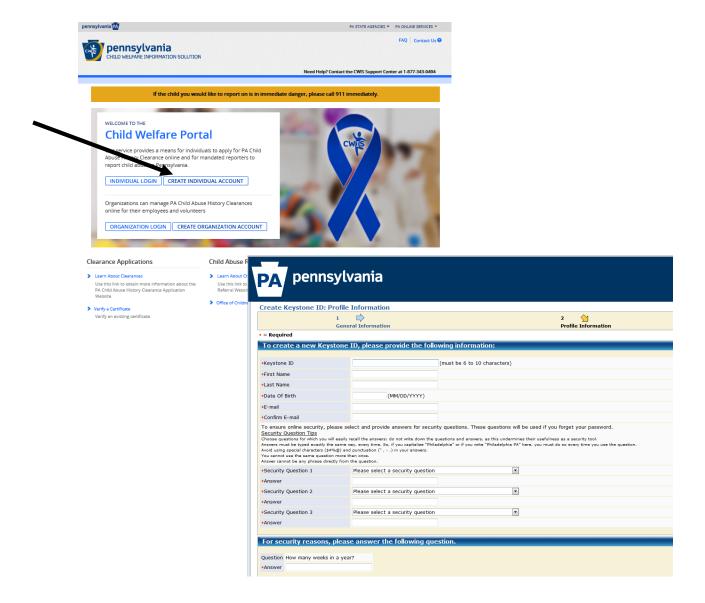
Pennsylvania State Police Request for Criminal History Record Check (Free for Volunteers)

The quickest way to process this clearance is to log on to https://epatch.state.pa.us. In most cases, you should receive instantaneous results if no record exists. If you do not have access to a computer, you should complete and mail the "Pennsylvania State Police Request for Criminal Record Check" to the Pennsylvania State Police at the address listed on the right side of the form. [Please note that requesting this clearance by mail will result in a significant delay – up to six to eight weeks. Therefore, it is recommended that you utilize the on-line request process.]



Pennsylvania Child Abuse History Clearance (Free for Volunteers)

The Pennsylvania Child Abuse History Clearance may be submitted online through the Child Welfare Information Solution (CWIS) self-service portal, www.compass.state.pa.us/cwis. You can also complete and mail the Pennsylvania Child Abuse History Clearance to ChildLine and Abuse Registry, Department of Public Welfare (address listed at the top of the form).



If you have been a resident of PA for 10 years, you do not need the FBI Fingerprinting, but you will need to sign the affidavit (page 7) instead.

FBI Fingerprinting (\$28.75) or Tulpehocken Act 153 Volunteer Affidavit

FBI Fingerprinting services are available at these three locations in Berks County: (Please visit the following site for locations on other counties https://www.pa.cogentid.com/ohio/DPW/DPW map/DPW Regions Clickable.html)

Berks County Intermediate Unit (Appointments preferred but walk-ins welcome.)
1111 Commons Boulevard, Reading, PA 19605
610.987.8264

www.berksiu.org (for directions and/or to make an appointment

Regular Hours of Operation Monday: 8:00 a.m. to 4:00 p.m.

Tuesday through Friday: 11:30 a.m. to 4:00 p.m.

Mail N Ship 4 U (Walk-ins welcome; no appointment necessary.)
96 Commerce Drive, Wyomissing, PA 19610
610.376.3805

Regular Hours of Operation

Monday through Friday: 9:00 a.m. to 5:00 p.m.

Saturday: 9:00 a.m. to 1:00 p.m.

Business Link Print Pack and Ship Center (Walk-ins welcome; no appointment necessary)
314 West Main Street, Kutztown, PA 19530
610.682.9575

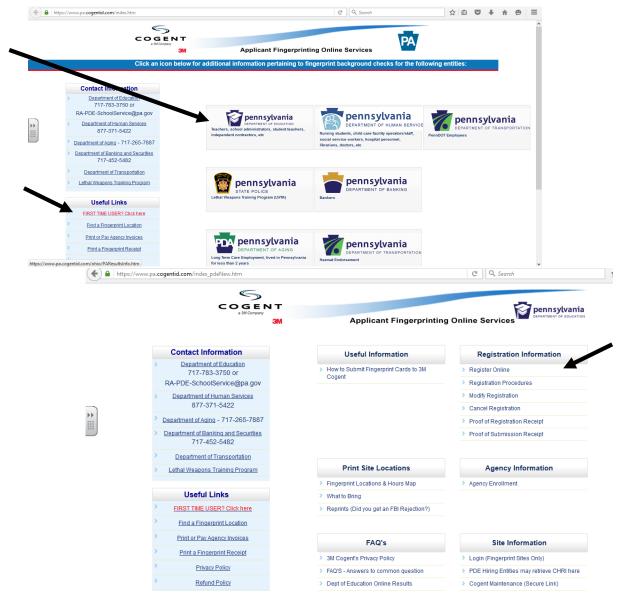
Regular Hours of Operation

Monday through Friday: 9:00 a.m. to 5:00 p.m.

Saturday: 9:00 a.m. to 1:00 p.m.

Please follow the instructions below to have your fingerprints taken at the Berks County Intermediate Unit (BCIU):

1. Register with COGENT SYSTEMS online (www.pa.cogentid.com) or over the phone (888.439.2486, Monday –Friday from 8:00 a.m. – 6:00 p.m.) for the clearance for the Department of Education. You can also access the Cogent Systems website by logging onto the BCIU website (www.berksiu.org), clicking on "Quick Links," and selecting "FBI Fingerprinting" from the drop-down menu.



2. After you register with Cogent Systems, either print out the registration number (if you registered online) or write down the registration number (if you registered by phone). **Bring this Registration number with you to the fingerprint site**.

- 3. You may pay with a credit /debit card before arriving for fingerprinting, either online or by phone, while registering with Cogent . Another option is paying with a money order (payable to "Cogent Systems") when you arrive at the fingerprint site. You will be given a separate registration number for making payment with a credit/debit card. Please bring this payment confirmation number with you to the fingerprint site.
- 4. The cost for the FBI clearance is \$28.75. (Volunteers may not need this if affidavit is signed. See affidavit for criteria.)
- 5. Though no appointment is necessary to have your prints taken, you do have the option of making an appointment at the BCIU by logging onto the website (www.berksiu.org), going to the "Quick Links" drop-down menu, and clicking on "FBI Fingerprinting." At the bottom of the page are links to schedule an appointment and reschedule or delete an appointment. You may also call 610.987.8264 to schedule an appointment. If you are unable to keep your appointment, please reschedule or cancel it as soon as possible.
- 6. Please bring one of the following forms of identification with you to the fingerprint site:
 - o State-issued Driver's License
 - o US Active Duty/Retiree/Reservist Military ID Card (000 10-2)
 - o US Passport
 - o College-issued Student ID
 - o INS 1-551 Resident Alien Card Issued since 1997
 - o INS I-688 Temporary Resident Identification Card
 - o INS I-688B, I-766 Employment Authorization Card
- 7. You should provide your prospective employer with your registration number, as well as including your registration number on any applications. The fingerprint results should be available within 24-28 hours after your fingerprints are taken, and your prospective school employer will need your registration number to access this information.

Please follow the instructions below to have your fingerprints taken at Mail N Ship 4 U or Business Link Print Pack and Ship Center:

- 1. Register with COGENT SYSTEMS online (www.pa.cogentid.com) or over the phone (888.439.2486, Monday –Friday, from 8:00 a.m. –6:00 p.m.).
- 2. After you register with Cogent Systems, either print out the registration number (if you registered online) or write down the registration number (if you registered by phone). Bring this registration number with you to the fingerprint site.

- 3. You may pay with a credit/debit card before arriving for fingerprinting, either online or by telephone, while registering with Cogent Systems. Another option is paying with a money order (payable to "Cogent Systems") when you arrive at the fingerprint site. You will be given a separate registration number for making payment with a credit/debit card. Please bring this payment confirmation number with you to the fingerprint site.
- 4. The cost for the FBI clearance is \$28.75.
- 5. No appointment is necessary at Mail N Ship 4 U and Business Link Print Pack and Ship Center.
- 6. Please bring one of the following forms of identification with you to your fingerprint session:
 - o State-issued Driver's License
 - o US Active Duty/Retiree/Reservist Military ID Card (000 10-2)
 - US Passport
 - o College-issued Student ID
 - o INS 1-551 Resident Alien Card Issued since 1997
 - o INS I-688 Temporary Resident Identification Card
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- 7. You should provide your prospective employer with your registration number, as well as including your registration number on any applications. The fingerprint results should be available within 24-28 hours after your fingerprints are taken, and your prospective school employer will need your registration number to access this information.

Tulpehocken Area School District Act 153 Volunteer Affidavit

I attest to the following statements in lieu of obtaining the FBI clearance as allowed by Act 153 of 2014 for volunteers:

- 1. I am applying for a volunteer position with the Tulpehocken Area School District.
- 2. I have been a resident of the Commonwealth of Pennsylvania for the entirety of the ten (10) year period immediately preceding the date of this Affidavit.
- 3. I am not disqualified from service as a volunteer as a result of a conviction of one or more of the following offenses listed under Title 18 of the Pennsylvania crimes code, or the attempt, solicitation or conspiracy to commit any of the following offenses:
 - a. Criminal homicide (Chapter 25)
 - b. Aggravated assault (Section 2702)
 - c. Stalking (Section 2709.1)
 - d. Kidnapping (Section 2901)
 - e. Unlawful restraint (Section 2902)
 - f. Rape (Section 3121)
 - g. Statutory sexual assault (Section 3122.1)
 - h. Involuntary deviate sexual intercourse (Section 3123)
 - i. Sexual assault (Section 3124.1)
 - j. Aggravated indecent assault (Section 3125)
 - k. Indecent assault (Section 3126)
 - 1. Indecent Exposure (Section 3127)
 - m. Incest (Section 4302)
 - n. Concealing death of a child (Section 4303)
 - o. Endangering Welfare of Children (Section 4304)
 - p. Dealing in infant children (Section 4305)
 - q. Felonies related to prostitution (Section 5902 (b))
 - r. Obscene and other sexual materials/performances (Section 5903(c))
 - s. Corruption of minors (Section 6301)
 - t. Sexual abuse of children (Section 6312)
 - u. Felony violation of The Controlled Substance, Drug, Device and Cosmetic Act during the five (5) year period immediately preceding the date of this Affidavit (35 P.S. § 780-101 et seq.)
- 4. I have not been convicted of an offense similar in nature to those offenses listed in Paragraph 2 herein 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 hereby affirm that the information in this affidavit is true and correct to the best of my knowledge and belief and that the signature is being made subject to 18 Pa.C.S.A. § 4903 relating to crimes for false sworn statements which is a misdemeanor of the third degree punishable by up to one year imprisonment.

Date	Affiant Printed Name	Affiant Signature
Date	Witness Printed Name	Witness Signature