



***FIRST*® Volunteer Requirements**

Under Pennsylvania's Act 153

Volunteer Clearance Submission Guide for *FIRST* Volunteers in Pennsylvania

Thank you for your commitment to creating a safe environment for *FIRST* participants! Volunteers in certain states, including Pennsylvania, are required to provide additional clearances beyond those required by *FIRST* Youth Protection in order to be eligible to volunteer with *FIRST*. This guide will walk you through the process of submitting your clearances to the *FIRST* Youth Protection Team.

Step 1: Gather Your Clearances

Before you begin the process of submitting your clearances to *FIRST* Youth Protection, ensure you have the required clearances. Here are the documents you'll need:

1. Pennsylvania State Police Criminal Record Check – No Cost

- a. Go to <https://epatch.pa.gov/home>
- b. Click on “New Record Check (Volunteer)”
- c. Check box and click “Accept.”
- d. Fill in all the information required.
- e. Once your request has finished processing, do one of the following:
 - i. If message received is “NO RECORD FOUND”, print the Record Check Request Results page clearly showing your Control # and “No Record.”
 - ii. If a criminal record IS found, submit the report detailing the criminal record found (which will be mailed to you) via email to safety@firstinspires.org.
- f. If you have questions regarding your PA State Police Criminal Record Check, please call: Toll Free at 1-888-783-7972, or (717) 783-9973.

2. Pennsylvania Child Abuse History Clearance – No Cost

Child Abuse History Certification requests can be submitted online through the Child Welfare Information Solution (CWIS) self-service portal. Requesting online

allows you to receive your results through an automated system that will notify you once your results are processed. You will be able to view and print results online.

- a. Go to <https://www.compass.dhs.pa.gov/cwis/>

If you are a new user, create an individual account. If you are a returning user, click on Individual Login, click “Access My Clearances”, and enter your username and password.

- b. The instructions for how to complete the [Pennsylvania Child Abuse History Certification application](#) are now included on the last page of the application and can be printed for easy reference when completing the application. Failure to comply with the instructions that are attached to the application will cause considerable delay in processing the results.

3. **FBI Fingerprint-Based Federal Criminal History** (if you have lived in PA **less** than 10 years)

Pre-Enrollment:

- a. You can register with IDEMIA and be fingerprinted at an [IdentoGo site](#). The fingerprint-based background check is a multi-step process.
- b. Pre-register for fingerprinting prior to visiting an IdentoGo center one of two ways:
 - o Online: Visit www.identogo.com
 - o Telephone: Call 1-844-321-2101 and listen to the options menu.
- c. Enter service code **1KG6ZJ1**. This code is specific for Pennsylvania Department of Human Services (DHS) employee clearances requiring contact with children.
- d. Complete the online application, including personal information, citizenship, and address.
- e. Choose a fingerprinting location and schedule your appointment.
- f. Make sure to select the correct payment type during the application process.
- g. You will receive a confirmation email with your registration ID and appointment details.

Fingerprinting Appointment:

- a. Bring your confirmation email and required identification (e.g., driver's license) to your scheduled appointment at the IdentoGO location.
- a. You will be fingerprinted and will need to pay the fingerprinting fee at the time of the appointment.
- b. The cost for the employee FBI clearance is **\$23.85**.

3a. Signed Attestation – Disclosure Statement Application for Unpaid/Volunteer Position
(For residents of Pennsylvania over 10 consecutive years without disqualifying offenses, in lieu of Step 3, the FBI Fingerprint-Based Criminal History Check)

<https://www.pa.gov/content/dam/copapwp-pagov/en/dhs/documents/keepkidssafe/resources/documents/disclosure-statement-for-volunteers.pdf>

Step 2: Verify Document Accuracy

Before submitting, double-check that your documents are:

- ✓ Legible and complete (no missing pages or unclear details).
- ✓ Current and not expired (clearances are valid for 5 years in Pennsylvania).
- ✓ Correctly named and saved in PDF format (e.g., “PA_Criminal_Record_Check_JohnDoe.pdf”).

Step 3: Submit Your Documents

Follow these steps to submit your clearances to the *FIRST* Youth Protection Team:

1. **Go to the Submission Form using this [Smartsheet link](#)**
2. **Enter your information in the form**
 - a. Please enter your full legal first and last name, email address, and phone number associated with your *FIRST* account.
3. **Upload Your Documents**
 - a. Upload your documents:
 - i. Pennsylvania Criminal Record Check
 - ii. Pennsylvania Child Abuse History Clearance
 - iii. FBI Fingerprint Clearance or [Attestation](#)
 - iv. Out of Town Volunteer Attestation (under 30 days)
4. **Review and Submit**
 - a. Check the box to receive a copy of your submission for your records.
 - b. Click “Submit” to send your PA clearances for review.

Step 4: Confirmation and Follow-Up

After submission:

- The *FIRST* YPP Team will verify your submission.
- If additional information is needed, the YPP team will contact you by email/phone.
- If clearances are approved, your Dashboard profile will be updated to reflect "local YPP state requirements met."
- If you have any questions, please submit your question to [Contact Support](#) and select Youth Protection Program from the Type in the dropdown menu.

Important Clearance Expiration Information

Clearance expiration dates are backdated in our system to align with the end of each program season, currently set as April 30 each year. For example, if a volunteer's original clearance date is 1/1/2021, the five-year validity would typically extend to 1/1/2026. However, to prevent volunteers from becoming ineligible mid-season, we adjust the expiration date to 4/30/2025. As a result, the Youth Protection Program (YPP) team will request updated clearances before the 2025–2026 season to ensure continued eligibility.

A Special Thank You:

We want to express our deep gratitude for your commitment to volunteering and making a difference in the lives of children. Your willingness to comply with these requirements ensures that we provide a safe and nurturing environment for the youth in our care in compliance with Pennsylvania law. Thank you for your dedication, time, and efforts in supporting our mission.