



Instructions on how to get Volunteer Clearances

All coaches are required to obtain clearances. If you have completed clearances for another volunteer position (e.g. CRSD volunteer, another sports organization), you may submit those forms.

All clearances must be renewed every 60 months.

Required Clearances:

1. Pennsylvania State Police Criminal Report: <https://epatch.state.pa.us/Home.jsp>
 - Click the control number to view your results. Click the "**Certification Form**" link in the center of the page to view, save and print your **official**
2. Child Abuse History Clearance from the Department of Human Services <https://www.compass.state.pa.us/cwis/public/home>
 - Click "Create Individual Account". The Keystone Key is a user name you create. Follow the site's step-by-step instructions for creating a password. Be sure to keep a record of your Keystone Key and Password as you will need them to access your results. You will receive an email from the site when your results are available, within 14 days of submission.
3. FBI Fingerprinting (2 Options):
 - If you have been a Pennsylvania resident for less than 10 consecutive years, you must complete the fingerprinting process. Enroll at **IdentoGo** and make an appointment for digital fingerprinting at a location of your choice. The Service Code for VOLUNTEERS is 1KG6Y3.
 - If you have been a Pennsylvania resident for the past 10 consecutive years, you may submit the [DHS Discloser Form](#) in place of fingerprinting. The affidavit must be notarized.