# Required Clearances for VOLUNTEERS

There are mandatory clearances/forms that must be obtained prior to volunteering in the Freedom Area School District. They are Act 34, Act 151, and Act 114. The needed information and necessary steps to obtain these are available here:

## Act 34-PA Criminal Record History - $22.00 (free for volunteer) (subject to change)

This clearance can be obtained online if you go to epatch.state.pa.us . You may apply online or download the form for submission. The PATCH unit will no longer mail out any PATCH check that is requested on the EPATCH web site. It will be the responsibility of the requestor to print out the No Record or Record response. **PATCH Helpdesk 1-888-QUERY-PA (1-888-783-7972)** ***Volunteers: Please indicate "VOLUNTEER" in the Reason for Request section.***

## Act 151 PA Child Abuse History - $13 (free for volunteer) (subject to change)

This clearance can be obtained online at www.compass.state.pa.us/CWIS . You may apply online or download the form for submission. ***Volunteers: Please indicate "SCHOOL" in the Purpose of Clearance section.***

## Act 114 FBI Federal Criminal History (Fingerprints) - $22.95 (subject to change)

The fingerprint-based background check is a multiple-step process, as follows:
**Registration** - The applicant must register prior to going to the fingerprint site. Walk in service is allowed but all applicants are required to complete pre-enrollment in the new Universal Enrollment system. Pre-enrollment can be completed online or over the phone. The registration website is available online 24 hours/day, seven days per week at **https://uenroll.identogo.com**. Telephonic registration is available **at 1-844-321-2101** Monday through Friday, 8am to 6pm EST. When registering on-line, an applicant must use the appropriate agency specific Service Code to ensure they are processed for the correct agency and/or applicant type. **The code you must use is 1KG6XN**. Using the correct service code ensures the background check is submitted for the correct purpose. Fingerprint requests processed through any other agency or purpose cannot be accepted and are not transferrable. You must register under Dept. of Education. If an applicant enters the wrong code by mistake, the incorrect applicant type will appear at the top of the screen. The applicant should select the "Back to Home" button and begin the process again, by reentering the correct Service Code. If the applicant proceeds with the process under the incorrect code, the pre-enrollment and/or results cannot be transferred to another state agency and the applicant will have to start the process over and pay for the background check again. **Payment -** The applicant will pay a fee for the fingerprint service and to secure an unofficial copy of the Criminal History Record. Major Credit Cards as well as Money orders or cashier's checks payable to **MorphoTrust** will be accepted on site for those applicants who are required to pay individually. No cash transactions or personal checks are allowed.

Please submit a copy of all clearances to Carol Boyle at cboyle@freedomarea.org