

How to obtain clearances/reports:

Know that if you are applying as a volunteer you do not need to pay for the Child Abuse History or Criminal History reports. You do not need to complete the FBI fingerprint process if you have lived continuously in PA for the past 10 years.

When you bring in the other clearances, you will be asked to sign a note to that effect. To complete these applications online use the links below:

ELECTRONIC SUBMISSION for Child Abuse History certification

- You may submit your application for this electronically at <https://www.compass.state.pa.us/CWIS>
- You will create a new account in the Child Welfare Portal in order to submit your application.
- The fee is payable by credit card when filed electronically.
- You will receive an email notification with your results within 14 days.

ELECTRONIC SUBMISSION for Criminal History Report

- You may submit your application for this electronically at <https://epatch.state.pa.us>
- This will yield an automatic reply as long as there is no criminal history.
- Once you receive the report, please print out the official copy (certificate form) and submit to the *Office of Human Resources*. **Please note: You must print & save the certification form once you have clicked on it. Once viewed, you will have no further access to the document.**
- The fee is payable by credit card when filed electronically.

ELECTRONIC SUBMISSION for FBI fingerprint background check

- You may submit your registration for this electronically at <https://www.pa.cogentid.com> .
- Choose– *PA Dept of Education* for the correct background check.
- The fee is payable by credit card when filed electronically.
- The unique identification number (PAE #) will need to be submitted to the Business Office (Phyllis) in order for us to access the clearance on the COGENT website. The unofficial paper copy of your results will be mailed to you.

If you have difficulty with any of these applications, please let us know and we will help you through it. We all have to do this, too, and have had many hours of our own experience to guide us through.

Affidavit of residence in Pennsylvania:

Date ___/___/___

I, the undersigned, affirm that I have been a continuous resident of the Commonwealth of Pennsylvania for the past ten (10) years. It is my understanding that, for this reason, I am not required to complete the FBI fingerprinting process for clearance to volunteer at The New School of Lancaster.

Print Name: _____

Signature: _____