

## Clearance Information for Volunteers

- PA Police Clearance Information
  - You are required to register online prior to volunteering for Camp Hill Recreation. (There are no fees for volunteers.)
  - You should be able to obtain a “Record Check Certification” within ten minutes by following the steps below
  - The link to register is <https://epatch.state.pa.us/Home.jsp>
  - At this link select ‘New Record Check’ (Volunteer only)
  - Fill in the ‘Personal Information’ and follow the prompts
  - When you receive your results, you will need to click on the Control # (R...) and it will lead you to another page and then you need to click on Certificate Form, which is your official clearance form. Provide a copy of this to the Recreation Office.
  
- Child Abuse Clearance
  - You are required to register online prior to your volunteering. (There are no fees for volunteers.)
  - The link to register is <https://www.compass.state.pa.us/CWIS/Public/Home>
  - Please note that you may not be able to use this site if you are still using Windows XP
  - If you have not done so previously (for another purpose) you will have to ‘Create a New Account’. You will have to establish a User ID and Password and log back into the system.
  - You will have to follow directions for volunteers and regular contact with child, as the purpose of the clearance.
  - Please print your results and provide a copy to the Recreation Office.
  
- FBI Criminal Background Check
  - You are required to register for this background check prior to your volunteering, HOWEVER if you have lived in Pennsylvania during the entirety of the previous ten-year period; and sign the Volunteer Affidavit Form below, you are exempt from doing this clearance. Please print Affidavit and sign and return to Recreation Office.
  - If you haven’t lived in Pennsylvania for the last ten years you will need to go through the process. (A \$27.50 registration fee is required.)
  - The link to register is [https://www.pa.cogentid.com/index\\_dpwNew.htm](https://www.pa.cogentid.com/index_dpwNew.htm)
  - Please print two copies of the registration confirmation to provide to the fingerprint location and one to the Recreation Department, so we know you started the process.