

To become a volunteer, you will need to provide to the Mt. Airy Christian Day School your PA State Police Criminal Record Check, PA Child Abuse History Clearance and, *if* you have not been a resident of PA for the previous ten consecutive years without any convictions, your Federal Criminal History Record Information. Your volunteer identification badge will be valid for a period of 5 years from the date of your oldest clearance. Please be sure to retain a copy of your clearances in a memorable location as future copies will not be provided. Replacement fees for lost badge: 1st replacement – none; 2nd replacement - \$5.00; 3rd or subsequent replacements - \$10.00.

HOW TO OBTAIN VOLUNTEER CERTIFICATION FORMS

PA State Police Criminal Record Check:

(Note: PA Criminal Record Check clearance shall be provided free of charge to a volunteer once every 57 months)

1. Go to <https://epatch.state.pa.us/Home.jsp> and click on “submit a new record check”.
2. Select “New Record Check (Volunteers Only)” in the middle of the screen.
3. After reviewing the Terms and Conditions of Use, check “Volunteer Acknowledgement” and “Accept” at the bottom of the screen.
4. Type “Mt. Airy Christian Day School” and “215-276-2990 as Volunteer Organization name and Volunteer Organization Telephone Number.
5. Follow the prompts.
6. You may receive an immediate “No Criminal Record” response or “Under Review” response. It is your responsibility to check the website frequently until you receive a “No Criminal Record” or “Criminal Record Found” response. If you receive a “Criminal Record Found” response, results will be mailed to your home.
7. Print 2 copies of the “No Criminal Record” results (one to keep for your records and a second copy for the Office of Human Resources). If you have a Criminal Record, you must bring in the original copy to the Office of Human Resources.

Pennsylvania Child Abuse History Certification:

(Note: PA Child Abuse History clearance shall be provided free of charge to a volunteer once every 57 months)

1. Go to <https://www.compass.state.pa.us/CWIS>
2. Create an account.
3. Follow the prompts and be sure to **select “Volunteer” to avoid paying any fee.**
4. Submit your certification application online.
5. Print 2 copies of the results (one for you to keep for your records and a second copy for the Office of Human Resources).

****IMPORTANT: If the prospective volunteer has been a resident of Pennsylvania during the entirety of the previous ten-year period, and he or she swears or affirms in writing that he or she is not disqualified from service and has not been convicted of an enumerated offense, he or she need not submit a Federal Criminal History Record Information (CHRI). A form to affirm residency is available in the Office of Human Resources. If the prospective volunteer has not been a resident of Pennsylvania for the previous ten-year period, but has submitted and received a CHRI at any time since establishing residency in Pennsylvania and provides a copy of the CHRI to the Office of Human Resources he or she need not submit a new CHRI.**

To assist you in obtaining the **Federal Criminal History Record Information**

1. Go to: <https://uenroll.identogo.com/>
2. Input **1KG6V5** in the “Enter your Service Code to get started” field.
3. Select “Schedule or Manage Appointment”.
4. Complete all demographic information including legal name, date of birth, email and phone.
5. Create a security question and provide the answer.
6. Select country of birth from the drop down menu, “*Country of Birth”.
7. Input the city of your birth in the “City of your Birth” field.
8. Select state of Birth from “*State/Province of Birth”.
9. Select Country from drop down menu, “Country of Citizenship”.
10. Select “Yes” or “No” from the radio buttons to answer “Have you ever used an alias?”
Remember: maiden names or nicknames that you may have used are considered aliases
11. Select “Yes” or “No” from the radio buttons to answer “Is your mailing address the same as your residential address?”
12. Select “Yes” or “No” from the radio buttons to answer “Do you have an Authorization Code (Coupon Code) that you will be using as a method of payment?” (Note: Mt. Airy Christian Day School does not provide an Authorization Code.) Select “Continue”.
13. Input your height and weight and select your Hair and Eye Color, Gender, Race and Ethnicity from the drop down menus. Select “Continue”.
14. Select Country from drop down menu “Country”. Input your Address. Select “Continue”.
15. Select type of identification you will bring to the fingerprint location from the drop down menu “Document”.
16. Select “Yes” or “No” from the radio buttons to answer “Does the name you are enrolling under match the name on all documents selected?” Note: Legal name must match exactly on all identification documents brought to enrollment. Select “Continue”.
17. Input your zip code where indicated to search for a location closest to you.
18. Choose a location to be fingerprinted and select “Next”.
19. Select an appointment date and time or choose “Walk in”.
20. Print the Pre-Enrollment form and take with you to the fingerprint site with a business check, money order or credit card to pay the fee.