

CONRAD WEISER COMMUNITY ASSOCIATION GUIDE TO PROCESSING CLEARANCES (VOLUNTEERS PAID AND UNPAID)

There are THREE required background checks for ALL volunteers of the Conrad Weiser Community Association (CWCA). Clearances are required at a minimum of every 60 months from the date of the oldest clearance.

- State Police Criminal History Record
- Department of Human Services Child Abuse Report
- Federal Criminal History Record Information (CHRI) – FBI Report **OR** Act 153 Volunteer Affidavit in lieu of FBI Clearance

Once the above documents are obtained, they should be given to the CWCA Member Youth Programs secretary **AND** uploaded on the CWCA website. www.cwcaspports.org here:

- [Volunteer Background-Check - Documentation Upload Form](#)

In addition to the above clearances ALL volunteers PAID AND UNPAID must complete the following form which can also be found on the CWCA website. [CWCA Mandated Reporter Information Sheet](#). Please print, sign and give to the secretary of the CWCA Member Youth Program you are volunteering for.

The secretary of each CWCA youth program shall keep in safe confidential custody the clearances of every volunteer in their program including mandated reporter training.

Pennsylvania State Police Criminal History Record Check

The quickest way to process this clearance is to log on <https://epatch.pa.gov/TandCVolunteer> . In most cases, you should receive instantaneous results. Please print the results prior to exiting the site. You will not receive the results via mail or email.

1. When applying for this clearance as a volunteer:
2. Click on “new volunteer record check”
3. Click the Volunteer Acknowledgment Section
4. Complete Personal Information
 - a. Volunteer Organization Name – Conrad Weiser Community Association

There is no fee for a request made for the purpose of volunteering.
Print or save a copy of your results.

Department of Human Services Child Abuse Report

The quickest way to process this clearance is to log onto www.compass.state.pa.us/cwis . Once you log onto the site:

1. Click on “Create Individual Account.”
2. Create a “Keystone ID” and follow the step-by-step directions for receiving a temporary password by email, and
 1. then creating a new password. Be sure to keep your Keystone ID and password in a safe place as you will need
 2. them to log back into the site to access your official results.
3. When applying for the child abuse clearance for volunteer purposes, the purpose of the certification should be marked as “volunteering”. The fee is waived one time every 57 months for reports requested for volunteers.
4. Email notification will be received within 14 days of your application regarding the results of the search.
5. Print or save a copy of your results.

Federal Criminal History Record Information (CHRI) – FBI Report

DHS FBI Clearance: www.identogo.com

1. Enter your zip code into the box labeled *Find the nearest IndentoGO center*.
2. Select the location most convenient to you.
3. Click Schedule an Appointment located in the blue box on the right-hand side of the page. An appointment is not required but is recommended.
4. Click on Digital Fingerprinting on the lower left side of the page.
5. **Enter the code: 1KG6ZJ (this is for volunteers)**
6. Follow the remaining prompts to complete the scheduling and payment.
7. For any additional IDEMIA registration, processing or billing questions, please contact IDEMIA/IndentoGo at 1-844-321-2101

OR

Act 153 Volunteer Affidavit in lieu of FBI clearance (Please see form below)

If you are applying for a volunteer position with the Conrad Weiser Community Association and meet the following

criteria, please complete and submit the Act 153 Volunteer Affidavit in lieu of obtaining the FBI clearance.

1. Been a resident of the Commonwealth of Pennsylvania for the entirety of the ten (10) year period immediately preceding the date of the Affidavit.
2. Are not disqualified from serving as a volunteer as a result of a conviction of one or more of the offenses listed under Title 18 of the Pennsylvania crimes code, or the attempt, solicitation, or conspiracy to commit any of the offenses listed on the attached Affidavit.
3. Have not been convicted of an offense similar in nature to those offenses listed in Paragraph 2 herein under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

Conrad Weiser Community Association – Act 153 Volunteer Affidavit

I attest to the following statements in lieu of obtaining the FBI clearance as allowed by Act 153 of 2014 for volunteers:

1. I am applying for a volunteer position with the Conrad Weiser Community Association (CWCA).
2. I have been a resident of the Commonwealth of Pennsylvania for the entirety of the ten (10) year period immediately preceding the date of this Affidavit.
3. I am not disqualified from serving as a volunteer as a result of a conviction of one or more of the following offenses listed under Title 18 of the Pennsylvania crimes code, or the attempt, solicitation, or conspiracy to commit any of the following offenses:

- Criminal homicide (Chapter 25)
- Aggravated assault (Section 2702)
- Stalking (Section 2709.1)
- Kidnapping (Section 2901)
- Unlawful restraint (Section 2902)
- Rape (Section 3121)
- Statutory sexual assault (Section 3122.1)
- Involuntary deviate sexual intercourse (Section 3123)
- Sexual assault (Section 3124.1)
- Aggravated indecent assault (Section 3125)
- Indecent assault (Section 3126)
- Indecent Exposure (Section 3127)
- Incest (Section 4302)
- Concealing death of a child (Section 4303)
- Endangering Welfare of Children (Section 4304)
- Dealing in infant children (Section 4305)
- Felonies related to prostitution (Section 5902 (b))
- Obscene and other sexual materials/performances (Section 5903(c))
- Corruption of minors (Section 6301)
- Sexual abuse of children (Section 6312)
- Felony violation of The Controlled Substance, Drug, Device and Cosmetic Act during the five (5) year period immediately preceding the date of this Affidavit (35 P.S. § 780-101 et seq.)

4. I have not been convicted of an offense similar in nature to those offenses listed in Paragraph 2 herein under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

I hereby verify and affirm that I understand that a conviction for any of the offenses outlined above or any similar offense under federal or other state law or former law disqualifies me from approval for service as an unpaid volunteer. I further understand and agree that I have an obligation to submit written notice to the CWCA Board Members or other designated administrator disclosing any future arrest or conviction for any such offenses, and/or notification that I have been listed as a perpetrator in a founded or indicated report, within 72 hours of the occurrence of such arrest, conviction, or notification of being listed as a perpetrator.

I hereby affirm that the information in this affidavit is true and correct to the best of my knowledge and belief and that the signature is being made subject to 10 Pa.C.S.A. § 4903 relating to crimes for false sworn statements which is a misdemeanor of the third degree punishable by up to one-year imprisonment.

DATE: _____ Affidavit Signature: _____ Affidavit Printed Name: _____