

Boys & Girls Club of Lancaster

Instructions for Required Volunteer Clearances

As a way to help ensure the safety of the youth that we serve through the organization and in accordance with PA Act 153, the Boys & Girls Club of Lancaster requires that all paid employees, unpaid volunteers, and board members submit to background and child abuse checks. **Clearances must initially be valid within one year of becoming involved with this organization. In accordance with organization policy, clearances must then be updated every two years as involvement continues.**

1. **PA Child Abuse History Clearance (one free check for volunteers every 5 years)**
 - Go to <https://www.compass.state.pa.us/cwis/public/home>.
 - Select "Create Individual Account."
 - Follow the instructions for processing your request.
 - **Print two copies. Submit one to the BGCL and keep one for your records.**

2. **State Police Pennsylvania Access to Criminal History (PATCH) Record (free for volunteers)**
 - Go to <https://epatch.state.pa.us/Home.jsp>
 - Select "Submit a New Record Check."
 - Accept the terms and select "Individual Request."
 - Follow the instructions for processing your request.
 - Check your results: sometimes it comes back right away with "no record," other times you have to wait and check the status later.
 - **When your status updates to "no record," print two copies. Submit one to BGCL and keep one for your records.**

3. **IdentoGO Fingerprinting: FBI Background Check (\$23)**
 - Register with Identogo
 - Go to <https://uenroll.identogo.com>.
 - Agency Service Code: **1KG6ZJ** (volunteer use only)
 - Click "Schedule or Manage Appointment" and follow the instructions for processing your request.
 - **Print and submit the confirmation page to BGCL as a placeholder until you receive your record.**
 - Get fingerprinted
 - **Ask for a receipt that shows proof of fingerprinting. Submit to BGCL.**
 - Lancaster Location
601 S. Queen Street (Community Action Partnership)
Monday-Friday 8 a.m.-noon, 1-5 p.m.
 - **Show BGCL the original hard copy for approval (mailed 2-4 weeks after appointment).**

4. **Online Training Course Certificate – Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania Online Training (due within 7 days of start date)**
 - Go to www.reportabusepa.pitt.edu.
 - Select "Registration."
 - Fill in personal information. Your username and password will be emailed immediately.
 - Log in and select "Your Courses."
 - Complete the timed training.
 - **Print two copies of the certificate. Submit one to BGCL and keep one for your records.**