



## **Completing Background Checks and Certifications for Volunteering with YIA**

**Volunteers for YIA are all unpaid positions. Information can be found on the PA Department of Human Services website: [dhs.pa.gov/keepkidssafe](https://dhs.pa.gov/keepkidssafe)**

Adults applying for or holding an unpaid position as a volunteer with YIA or having direct volunteer contact with children will need these clearances.

The Commonwealth of Pennsylvania and YIA requires you to obtain the PA Publicly Available Clearances and present these clearances to YIA before volunteering begins. Obtaining the three clearances can take several weeks depending on agency processing times. Please plan accordingly.

All three (3) clearances must be obtained and are valid for five (5) years.

You are not permitted to begin service until appropriate clearance documents and mandated reporter training are presented to the organization where you will be volunteering.

If you believe you already have these clearances but cannot locate them, please see the instructions below that explain how to confirm you applied and previously received your clearances or to have them mailed to you.

All clearances will be handled by the YIA board and kept locked in confidential file. Should you cease to be a volunteer, your records will be shredded. Once they are submitted to YIA, they become property of YIA and cannot be shared with any other persons or entities.

## **THE THREE CLEARANCES:**

1. Have you lived in PA for the past 10+ consecutive years? (choose only one)

**YES** = Complete the Disclosure statement for Volunteers FREE

**NO** = Complete the Identogo Federal (FBI) Fingerprint Criminal Background Check FEE OF \$23.60. YIA will refund this for you, if you would like.

2. Everyone completes this: Pennsylvania Child Abuse History Clearance Form (CY-113) FREE
3. Everyone completes this: Pennsylvania State Police Criminal Record Check (SP4-164) FREE

### **#1 FBI CRIMINAL BACKGROUND CHECK OR AFFIDAVIT**

[Disclosure for those who had lived in PA for 10+ years](#) (click here and scroll down to "Disclosure Statements" read, complete the PDF, print

OR

#### **FBI Criminal Background Check (Department of Human Services)**

A fingerprint based federal criminal history (FBI) submitted through the Pennsylvania State Police. The Commonwealth of Pennsylvania contracts with [IDEMIA](#) (Identogo or MorphoTurst) for digital fingerprinting.

You can register with [IDEMIA](#) and be fingerprinted at an Identogo site or by calling 1-844-321-2101. The fingerprint-based background check is a multi-step process.

NOTE: Payment is required on site at the appointment. There is no option to pay ahead of time. You may pay with a check, money order, or credit/debit card. The cost of the Employee FBI Clearance is \$23.60. Individuals will pay out-of-pocket and submit the required paperwork. The registration confirmation letter will not be accepted as evidence of payment. YIA will refund any volunteer of YIA this fee.

For questions about FBI clearances, contact the ChildLine Verification Unit at 717-783-6211 or 1-877-371-5422. For IDEMIA registration, processing or billing questions, please contact IDEMIA/Identogo at 1-844-321-2101.

## **#2 Pennsylvania State Police Criminal Record Check (SP4-164)**

The Pennsylvania State Police Criminal Record Check (PATCH) should be completed online or by submitting a paper application.

***Below are the instructions to perform the Pennsylvania State Police Criminal Record check online. The fee for volunteers will be waived one time within a five year period:***

1. Go to <https://epatch.state.pa.us>
2. Select the yellow "New Record Check" button.
3. Review and accept the Terms & Conditions.
4. Under "Reason for Request," the volunteer option should already be selected. Complete required personal information. The Volunteer Organization name is Youth In Aviation.
5. Verify information on the next page and then click "Proceed".
6. Enter required personal information. Once complete, click "Enter This Request".
7. It will look like the form information you entered has been erased, but it is saved below under "View Queued Record Check Requests (1)". Click "Finished".
8. Select "Submit" to checkout.
9. Background check will load and will immediately be available to save and print.
10. Click the bold control number (starts with R) to view the invoice and the certificate.
11. Print the certificate. NOTE: Once viewed, you will have no further access to the certificate, or the control number needed to retrieve this clearance. The certificate is only kept in their system for 1 year.
12. If you receive a "Request under Review" response, check the website periodically for updates to the request. You will need your R# (control number) to view your request. It can take anywhere from a few days to a few weeks for the "Request under Review" status to be updated. If a record is found, it will be mailed to the address provided during application.

***Below are the instructions to perform the Pennsylvania State Police Criminal Record via paper submission. The fee for volunteers will be waived one time within a five year period:***

1. Go to <http://keepkidssafe.pa.gov/resources/clearances/index.htm>
2. Scroll down to the PA State Police option. Under the second bullet "Submitting a Request Form", download the second link "Criminal History Request Form: Volunteer Only- SP4-164A"
3. Print the form and complete required information.
4. Mail form and payment to the address listed in the top right section of the form. It can take up to 4 weeks to receive results.

### **3. Pennsylvania Child Abuse History Clearance Form (CY-113)**

The Pennsylvania Child Abuse History Clearance can be completed through online submission or by mailing in a paper application. For assistance or to check the status of your clearance please call 1-877-371-5422.

#### ***Directions for online submission. Fee for volunteers will be waived one time within a five (5) year period:***

1. Visit the link below in order to apply for your clearances online.

<https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/PA-Child-Abuse-History-Clearance.aspx>

2. Select "Create Individual Account", then select "Next" at the bottom right of the page.

3. Complete the Keystone ID Registration.

4. Check your email for Keystone ID and password confirmation (two separate emails).

5. Return to <https://www.compass.state.pa.us/cwis/public/home>

6. Select "INDIVIDUAL LOGIN" then select "Access My Clearances".

7. Scroll to the bottom and select "Continue".

8. Use your Keystone ID and temporary password to login.

9. Upon initial login, you'll be required to change your password. Once you have changed your

password, return to the home page.

10. Log in using your Keystone ID and new password. NOTE: Save this information, you will need this later to log in to retrieve your clearance via PDF.

11. Review and accept the Terms & Conditions, then select "Continue" at the bottom right of the page

12. Select "Create Clearance Application".

13. Select "Begin" at the bottom of the page.

14. Application Purpose: Select Volunteer.

15. Volunteer Category: Select Other.

16. Agency Name: Youth in Aviation

17. Complete application information screens.

18. Review application summary.

19. Certify application and provide e-signature (first and last name ONLY).

20. Select "Finalize and Submit Application".

Upon completing these steps, you should see an application confirmation screen. You should also receive an email confirming successful submission of your application.

Notification of clearance results will be emailed to you within 14 days to log in to retrieve your clearance. You may also log in online at any time to check the status of your application.

#### ***Directions for paper submission. Fee for volunteers will be waived one time within a five (5) year period:***

1. Visit the link below in order to obtain a paper application.

<https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/PA-Child-Abuse-History-Clearance.aspx>

2. Print the form and complete all required fields. All information must be completed in full and the form must be signed. Note: For “Purpose of Certification,” select “Volunteer having direct volunteer contact with children” then select “Other” and provide your volunteer position.

3. Sign and date the bottom of the form and mail to the address provided on the form. Notifications of clearance results can take up to 14 days after application is received by the Department of Human Services.