

Required Pennsylvania Clearances

1.) Pennsylvania State Police Criminal Record Check

<http://epatch.state.pa.us/Home.jsp>

Click on "New Record Check" (volunteers only) to proceed, **print or save an electronic copy of the results.**

2.) Pennsylvania Child Abuse History Clearance

<https://www.compass.state.pa.us/CWIS>

For this clearance you will need to supply information back to 1975 (i.e. addresses and whom you have lived with.) **When you first go on the link you will need to "Create Individual Account" and it will send you a password.**

Once you sign in with your account follow these steps:

1. Click on "Access My Clearances"
2. At the bottom of the page hit "Continue"
3. At the top click on "Create Clearance Application"
 - a. Choose "Volunteer" - "Other"
 - b. Agency Name - Rotary District 7430
 - c. Continue with answering the questions then submit application

Note - Some will get a response immediately. Some will receive an email in a few days with instructions to go onto the site and retrieve the response. **In either case, print or save an electronic copy of the certificate.*

3.) PA Swear and Affirm Disclosure Statement Application for Volunteers

If you have lived in PA for the last 10 years and have not been convicted of the crimes listed in the form. [Click Here](#) to download the form. **Print, sign, and date the form.** You do not need to have it notarized or signed by a witness.

If you have NOT lived in PA for the past 10 years please complete the following for FBI Check:

1. Registration is available online 24 hours/day, seven days per week at <https://www.identogo.com/>
2. Scroll down on the screen and click "Digital Fingerprinting".
3. Enter **1KG6ZJ** as the service code.
4. Click "Schedule or Manage Appointment".
5. Fill in all of the required fields on each page to proceed. For Employer please enter: **Rotary District 7430 710 East Walnut Street, Kutztown, PA 19530.** Check "No" when asked if you have an authorization code for payment. Select "Driver's License issued by a State or outlying possession of the U.S. on the "Documents" page.
6. Print a copy of the "Service Summary" page
7. Proceed to your scheduled appointment with your summary page, and your driver's license. You will be required to present a money order or credit card/debit card payment in the amount of \$22.60 at the service location.

8. When you get the results, please make a copy to submit.

Submitting Your Forms

Once you have obtained all your clearances you will submit them electronically to the appropriate youth protection clearance person.

For Youth Exchange Volunteers

Clearances are coordinated by Tyler Kinslow. Email your clearances to yepadm7430@gmail.com

For All Other Youth Volunteers (including Camp Neidig, Four-Way Test Speech Contest, STEM YEA, and Interact)

Clearances are coordinated by Susan Fread. Email your clearances to rotary7430@gmail.com