



Volunteer Clearance Requirements

Updated: 7/12/2018

Any volunteer over age 18 who is a member of the cast or crew of a production in which a minor is a member of the cast or crew must obtain clearances.

The PA Child Protective Services Law (CSPL) was signed into law in 1975. It was enacted “to protect children from abuse, allow the opportunity for healthy growth and development and, whenever possible, preserve and stabilize the family.” Act 153 of the CSPL, effective December 31, 2014, further expands on this law. It requires organizations, including volunteer organizations, to obtain background checks for anyone having direct volunteer contact with minors.

To comply, everyone over 18 participating in an Actors Circle production who has direct contact with minors involved in that production must undergo three background checks. This includes all cast and crew. The three background checks are as follows:

1. Pennsylvania Child Abuse History Clearance
2. Pennsylvania State Police Criminal Record Check
3. FBI Fingerprint Check

Volunteers living in Pennsylvania consistently for the last 10 years and who affirm in writing that they have not been convicted of a disqualifying offense can be exempted from the FBI Fingerprint Check.

For complete information regarding requirements for clearances, visit the website

www.keepkidssafe.pa.gov

Copies of all required background check documentation must be given to the Producer within a week of the volunteer agreeing to work on the production, before the volunteer has contact with minors. If you already have clearance in Pennsylvania obtained for another organization within the past 60 months, it is considered current. However, Actors Circle will need a copy of the clearance for its records. Please note that clearances obtained for employment purposes are acceptable for volunteer purposes although clearance obtained for volunteer purposes are not acceptable for employment purposes.

Clearances must be renewed every 60 months. Background check fees for volunteers are waived one time within one 5-year period. A fee of \$13 is charged for additional clearance checks.

If a volunteer already has the appropriate clearances, these can be used as long as the volunteer provides Actors Circle with a copy. Visit the sites shown below to make sure your clearances meet existing legal requirements.

How to Obtain PA Child Abuse History Clearance

Go to the PA Child Welfare Portal online, Create an Individual Account, and follow instructions for obtaining PA Child Abuse History Clearance. Results are provided online. FREE

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

How to Obtain Pennsylvania State Police Criminal Record check

The Pennsylvania State Police have established a web-based computer application called “Pennsylvania Access to Criminal History” (PATCH)

Go to the Pennsylvania State Police ePATCH site online and submit a New Record Check. FREE

<https://epatch.state.pa.us/>

How to Obtain FBI Fingerprint Check

Pennsylvania transitioned to a new vendor for digital fingerprinting, IDEMIA. Effective November 28, 2017, you can register with IDEMIA, and be fingerprinted at an Identogo site. Cost is \$21.35

<https://www.identogo.com/>

How to Exempt Yourself from FBI Fingerprint Check

A fingerprint-based federal criminal history (FBI) is not required of a volunteer if you have been a resident of Pennsylvania for the entirety of the previous 10 years, and affirm in writing that you are not disqualified from service based upon a conviction of an offense under relevant sections of Title 18, the main criminal code of the federal government. A letter affirming both conditions must be given to the Producer within a week of agreeing to work on the production, prior to contact with minors. See Appendix A.

Appendix A

VOLUNTEER REQUEST FOR WAIVER OF FBI – FEDERAL CRIMINAL HISTORY FINGERPRINT RECORD CHECK

I declare under penalty of perjury that the following is true and correct:

1. I have been a resident of the Commonwealth of Pennsylvania during **the entirety of the previous ten-year period** from the date of this document;
2. I have **NEVER** been named the perpetrator of a founded report of child abuse;
3. I have **NEVER** been convicted of one or more of the following types of offenses, including the attempt, solicitation or conspiracy to commit any of the following offenses:
 - a. Criminal homicide
 - b. Aggravated assault
 - c. Stalking
 - d. Kidnapping
 - e. Unlawful Restraint
 - f. Rape
 - g. Statutory sexual assault
 - h. Sexual assault
 - i. Involuntary deviate sexual intercourse
 - k. Indecent assault
 - l. Indecent exposure
 - m. Incest
 - n. Concealing the death of a child
 - o. Endangering the welfare of a child
 - p. Dealing in infant children
 - q. Prostitution and related offenses
 - r. Crimes related to obscene and other sexual materials and performances
 - s. Corruption of minors
 - t. Sexual abuse of children
4. Within a 5-year period immediately preceding the date of this document, I have not been convicted of a felony offense under The Controlled Substance, Drug, Device and Cosmetic Act; AND
5. I have not been convicted of an offense similar in nature to those crimes listed under paragraphs 2, 3, or 4 above 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 Pennsylvania law.

I understand that statements herein are made subject to the penalties of 18 Pa. C.S. § 4904 relating to unsworn falsification to authorities.

Signature Date

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Print Name