

CLEARANCES NEEDED TO VOLUNTEER FOR THE ZOOM DRIVER PROGRAM

PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE INSTRUCTIONS

Requirements for clearances:

- Clearances that have been obtained in Pennsylvania within the past 60 months are acceptable and considered current.
- Clearances obtained for employment purposes are acceptable for volunteer purposes.
- A Child Abuse Clearance can be obtained through the [Child Welfare Portal](#).

Electronic Submission

Creating an account and submitting your clearance application online will give you immediate access to your results or the status of your results if your results cannot be processed immediately. Visit <http://www.compass.state.pa.us/CWIS>.

Paper Submission

[CY113 form - English Child Abuse Clearance](#)

[CY113 form - Spanish Child Abuse Clearance](#)

Paper submissions of the Pennsylvania Child Abuse History Clearance application will still be accepted for anyone who may not have access to the Internet. Submit paper applications to:

ChildLine and Abuse Registry
Pennsylvania Department of Human Services
PO Box 8170
Harrisburg, PA 17105-8170

1. The instructions for how to complete the Pennsylvania Child Abuse History Clearance application are now included on the last page of the application and can be printed for easy reference when completing the application. Failure to comply with the instructions that are attached to the application will cause considerable delay in processing the results.
2. Applicants can now type their information directly onto the application or the information can be hand written onto the application.
3. If the information is typed directly onto the application, the information will NOT be able to be saved on a computer unless the computer has a licensed version of the acrobat adobe software. Therefore, please be sure to print the completed application before closing the document so that the information typed on the application is not lost.
4. If you have trouble accessing the application you may need to download the latest version of Adobe Reader, which is available free on the internet.

NOTE: ALL information that has been entered directly onto the application will be lost if you close the application prior to printing it (if your computer does not have a licensed version of the Acrobat Adobe software).

Once the application is received in the ChildLine and Abuse Registry's Verification Unit, the results of the Pennsylvania Child Abuse History Clearance will be mailed to the applicant's address that was noted on the application within 14 days from the date that the application is received in the ChildLine Verification Unit.

PENNSYLVANIA STATE POLICE CRIMINAL RECORD CHECK INSTRUCTIONS

There are two methods of requesting a Criminal Record.

1. Online Request

[The Pennsylvania State Police have established a web-based computer application called "Pennsylvania Access To Criminal History," \(PATCH\).](#)

2. Submitting a Request Form

[Download the Criminal History Request Form: Volunteer Only- SP4-164A](#) (Updated 12/2017)

Applicants can also go to the [Pennsylvania Access To Criminal History website](#) and apply for their criminal record check online with the Pennsylvania State Police.

If you have questions about the Pennsylvania State Police Request for Criminal Record Checks form for employment (SP4 164) or to volunteer (SP4-164A), please call: (717) 783-9973 or toll free 1-888-783-7972.

FEDERAL BUREAU OF INVESTIGATION (FBI) CRIMINAL BACKGROUND CHECK INSTRUCTIONS

If you have been a Pennsylvania resident for 10 years or longer, you do not need to have your fingerprints digitally scanned. In lieu of fingerprints, you are required to sign a [DISCLOSURE STATEMENT APPLICATION FOR VOLUNTEERS](#).

If you have been a Pennsylvania resident for less than 10 years, you must complete a fingerprint-based background check.

Fingerprinting Process

1. Appointments to be fingerprinted are not required, but **pre-registration** is required either online or by phone. To register online, please go to www.identogo.com; by telephone please call 1-844-321-2101 and listen to the options menu.
2. When you register, you will need to use the Volunteer Service Code: 1KG6ZJ
3. Once registered, you may walk in during a location's posted hours of operation, but scheduling an appointment may lead to lesser/no wait times. In order to pre-register for a FBI background check and/or find a fingerprinting location, applicants should access the IDEMIA website. It is strongly encouraged that the volunteer contact the site prior to going there as the information on the IDEMIA website may differ from actual hours of operation.

For general questions about FBI clearances, please contact the FBI Background Check 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.

DRIVER RECORD

1. Go to <https://apps.pa.egov.com/idr>
2. Check the box to confirm that you are accessing your own driving record. Click on **I Agree**.
3. Enter your information into the required fields: Driver's License Number, Date of Birth, and Last 4 digits of Social Security No. Click on **Login**.
4. Select the radio button next to Full History Record (\$10.00) and select **Order**.
5. Select **Proceed to Payment**, fill out payment information, and click on **Next**.

Using this service will allow Pennsylvania Drivers to obtain their Driver Record online and print the record at the end of a successful order. You must click on the link to print out the PDF of your Driver Record.

NOTE: You MUST have Adobe Reader Version 9 or higher installed on your computer. (Download Adobe Reader) Chrome users: Google Docs will not work for the Driver Record PDF file. Adobe Reader must be installed.

COSTS

1. PA History of Child Abuse Clearance -Cost: Free *unless you are re-applying within 5 years of your last clearance
2. Background/Criminal Record Check – Cost: Free *unless you are re-applying within 5 years of your last clearance
3. Registration for Fingerprinting – Cost: \$25.75 fee
4. Fingerprint Scanning – Cost: No additional fee
5. Driver Record -- \$10.00 fee

You will need a printed copy of these reports to be submitted to the ZOOM Program Coordinator. If you do not have a printer, call 610 696 4900 (ext 114) to schedule a time to obtain reports at FSCC.