



## 3 Steps Required To Obtain Volunteer Clearances

Last summer PA passed new legislation requiring all volunteers who work with children to obtain three different levels of background checks and clearances. This is in addition to the normal background check that is required by Little League. Thus, MLL is requiring that all of its volunteers obtain the following clearances, even if you have previously volunteered with MLL in the past:

**\*\*If you have completed these clearances for another volunteer organization (i.e. your child's school, another youth sport) you may forward a copy of those clearances to the MLL Safety Officer in lieu of completing them again.\*\***

Forward pdf copies of your clearances to Tim Hawkes, MLL Safety Officer, via email ([thawkes4@yahoo.com](mailto:thawkes4@yahoo.com)) or mail hard copies to Tim Hawkes, 969 Baron Drive, Yardley, PA 19067

### 1. PA State Police Criminal Record Check:

- Must be obtained online at PATCH (Pennsylvania Access to Criminal History) (<https://epatch.state.pa.us/Home.jsp>) with results available within a few minutes.
- Make sure to use the **New Record Check (Volunteers Only)** button for Waiver of the \$8 fee.
- Renewal is required every 5 years.

### 2. PA Department of Public Welfare Child Abuse Clearance Check:

- Clearance can be obtained online through the Department of Human Services
- For electronic submission of your Child Abuse History Clearance Online: Use the link in the middle of the page (<https://www.compass.state.pa.us/CWIS>)
- Renewal is required every 5 years.

### 3. Federal Criminal Background Check:

I **haven't** lived in PA for 10 consecutive years:

- A Federal background check is required for all volunteers, who do not live in PA or have lived outside of PA during the past ten years. To start the federal background check process go here: ([www.pa.cogentid.com](http://www.pa.cogentid.com)).

I **have** lived in PA for 10 consecutive years:

- If you have lived in PA for the last 10 years continuously, please read and execute the enclosed Background Check Signature Form.