

Green Ridge Little League

Volunteer Background Clearance Requirements

Step 1: Understanding Pennsylvania Law

Pennsylvania law requires that all un-paid volunteers in contact with children complete a clearance verification process prior to the start of the season. Pennsylvania law prohibits you from participating as a volunteer manager or coach without first completing this process. Please complete this background clearance verification process as soon as possible, since it takes approximately 3 weeks or longer for the PA Verification paper clearance to be issued to you.

Step 2: Complete the Online Process

If you have lived in Pennsylvania continuously for the last 10 years,* you are required to obtain a Pennsylvania State Police Criminal History Report and a DHS Child Abuse History Certification.

To complete the online PSP Criminal History Report process, which is free for volunteers, visit <https://epatch.state.pa.us/Home.jsp> and click on the New Record Check (Volunteers Only) button. Enter Green Ridge Little League as the Volunteer Organization and enter 570-342-0514 as the Volunteer Organization phone number. Once you have completed the other information, click proceed. Submit your request and you will be directed to a page entitled Record Check Request Results. Click on the Control Number. Click Certification Form. Click Print. Then set page to print entire document on one page. Print document. Save document as a PDF and provide to the league officer listed below.

To complete the online DHS Child Abuse History Certification process, please visit

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

You will receive a paper Certification from DHS in the mail in approximately 3 weeks or more. Please provide the paper document to the league officer listed below.

Step 3: Submit Paper Clearances to the Green Ridge Little League

Please do not send us the link that is provided when you complete the process, we can only accept the scanned paper verifications. Once you have received the paper verifications, please send a copy of your verifications to the league officer listed below:

Chris Erhardt

2630 Olyphant Avenue (Rear),

Scranton, PA 18509

Email: Cjerhard@comcast.net

Phone: (570) 510-5968

If you already have the required clearances listed above, you must still submit a copy of them for our records. Please note that you are unable to participate in managing or coaching until the league's Safety

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Officer has confirmed receipt of your paper documentation. As a volunteer, you are required to update your verifications every 60 months.

Step 4: Questions?

For more information on the volunteer clearance process, please visit

http://www.dpw.state.pa.us/cs/groups/webcontent/documents/document/C_135249.pdf.

There is no expense associated with the PSP Criminal History Report or DHS Child Abuse History Certification. If you have any questions or concerns about the clearances, please contact the league officer listed above. *If you have not lived in the Commonwealth of Pennsylvania continuously for the last 10 years, you must also complete an FBI Clearance prior to managing or coaching.