

Hopewell Area Recreation and Parks Board

Volunteer Clearance Procedure

The information below details the three clearances required by Pennsylvania law that you will need to submit before you are able to coach, referee, be a team parent, or volunteer in any capacity where you will have direct volunteer contact and routine interaction with children. All clearances are to be submitted to:

info@harp-online.org.

1. Pennsylvania criminal record check: obtained at <https://epatch.state.pa.us>. This check is free and could take a few days to come back to you. Please submit the reply that you get back after your check is complete. It should be sent to you in a pdf document. This clearance is good for 5 years from the date that you obtain it. It is also good for you to volunteer elsewhere.
2. Child Abuse History clearance: obtained at <https://www.compass.state.pa.us/cwis/public/home>. This check is free and a reply should be nearly instantaneous. Please submit the reply you get back after the check is complete. It should be sent to you in a pdf document. This clearance is good for 5 years from the date that you obtain it. It is also good for you to volunteer elsewhere.
3. FBI Fingerprint check or Resident Disclosure Statement Form: this clearance requires one of two things. If you have been a Pennsylvania resident for the last 10 consecutive years, you must sign and submit the attached disclosure statement. If you have not been a Pennsylvania resident for 10 years, you must get an FBI fingerprint check: <https://uenroll.identogo.com> – enter the code 1KG6ZJ. Register online and make an appointment to get fingerprinted. This costs \$27.50. After fingerprinting, it takes a few weeks to receive the clearance, but once you register, you will be provided with a receipt. Email a copy of that receipt to show that you have started the process, and we will hold it in the file until your clearance comes back after being fingerprinted. Once the results come back, please email a copy and this clearance will be satisfied for life.

No one outside of the HARP staff or HARP board will see these clearances. Your personal information will not be shared and will remain confidential.