



***CHELTENHAM
LITTLE LEAGUE***

**REQUIRED CLEARANCES AND
BACKGROUND CHECKS FOR
VOLUNTEERS**



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PENNSYLVANIA STATE POLICE CRIMINAL BACKGROUND HISTORY

STEP 1: Go to <https://www.psp.pa.gov/Pages/Criminal-History-Background-Check.aspx>

STEP 2: Click Pennsylvania Access to Criminal History (PATCH).

The screenshot shows the Pennsylvania State Police website. The breadcrumb trail is "Pennsylvania State Police > Criminal History Background Check". The main heading is "Request a Background Check". Below this, there are instructions for requesting a background check. A red box highlights the link "Pennsylvania Access to Criminal History (PATCH)". Below the link, it says "and fill out the online form. For questions regarding your PA Access to Criminal History request (PATCH), please call the PATCH helpline at 888-783-7972." There is also a section titled "Checking the Status of a Request" with instructions on how to check the status of a request.

STEP 3: Click New Volunteer Record Check. (There is **NO FEE** for Volunteers)

The screenshot shows the PATCH website. The breadcrumb trail is "PATCH > Home > Record Check > FAQ > Help". The main heading is "Welcome to Pennsylvania Access To Criminal History". Below this, there are instructions on how to request a background check. A red box highlights the button "New Volunteer Record Check". Below the button, there are links for "Submit a New Record Check" and "Check the status of a Record Check". There is also a link for "Registered PATCH Accounts" with a note "(Only used by pre-approved organizations)". At the bottom, there is a section titled "Why does PATCH exist?".



STEP 4: Volunteer Acknowledgement Section: Check the box and then click Accept.

employment/volunteer in the position for which he/she has applied. Section 9125 (c) provides that the employer shall notify in writing the applicant if the decision not to hire the applicant is based in whole or in part on the criminal history record information.

The following criminal history information will be released by the Pennsylvania State Police Central Repository upon proper request:

1. All convictions.
2. All charges that are less than three years from the date of arrest and the Central Repository has not received a disposition.
3. All charges for which a warrant of arrest has been issued and the Central Repository has been notified of such warrant.

It is the responsibility of both registered and non registered users to obtain the assigned control number at the time requests are submitted. Immediately after submission of the requests one of the following status will be assigned to the request:

1. **No Record:** If this status is assigned to the request it is the user responsibility to double click on the control number. This will take the user to the details screen where the user will double click on the blue hyper link, "Certification Form", near the center of the page. By clicking on "Certification Form", a certified no record form will be displayed in PDF format.
2. **Request Under Review:** If this status is assigned to the request, the user must periodically check the PATCH web site to determine the final status of the request. A status of "Request Under Review", will result in one of the following final status:
 - o **No Record: Follow the instructions above for a no record response.**
 - o **Record: Indicates the person has a record and it is the user's responsibility to double click on the control number. This will take the user to the details screen where the user will double click on the blue hyper link, "Certification Form", near the center of the page. By clicking on "Certification Form", a certified record form and the corresponding RAP Sheet will be displayed in PDF format. This form should be printed.**
3. **Pending:** This status is occasionally assigned when traffic is extremely heavy and requires the user to check back at a later time. A request should not remain in pending status for more than 24 hours. If a request remains in pending status for more than 24 hours call the PATCH Help Line toll-free at 1-888-QUERY-PA (1-888-783-7972).

Volunteer Acknowledgement Section

☐ By checking this box I verify that I am submitting this request for criminal history record information in connection with my status as an unpaid volunteer. I understand that the \$22 fee is being waived because of my status as an unpaid volunteer. I also understand that any false statements made on this form are subject to the penalties of 18 Pa.C.S. § 4904, relating to unsworn falsification to authorities and can be punishable by fine or imprisonment.

Accept Decline

STEP 5: Fill out the Personal Information. Make Sure the Reason For Request is VolunteerFree. (Volunteer Organization: Cheltenham Little League)

Personal Information

Please fill in the following form prior to making your record check request. Fields marked with an * are required.

When an email address is entered an email confirming that the request was received by the Pennsylvania State Police will be sent. Another email will be sent when the request is completed.

Once this step is completed, information regarding the individual for which you are performing a background check will be gathered. Each background check performed will cost \$ 0.00 dollars.

Reason For Request: VolunteerFREE

* Volunteer Organization Name:

Volunteer Organization Telephone Number:

* First Name:

Middle Name:

* Last Name:

* Address Line 1:

Address Line 2:

* City:

*** NOTE: IF YOU GET AN RED ERROR MESSAGE ABOUT ALPHANUMERIC AND SPACES, JUST HIT DELETE OR BACKSPACE IN THE SECTION WHERE YOU ARE GETTING THE MESSAGE AND THEN HIT TAB TO GO TO THE NEXT SECTION. ***



STEP 6: After filling out the Personal Information, you than will be taken to the Record Check Request Review. Once you have submitted all the required information, you can than submit the information.

PATCH Home Record Check FAQ Help

Home Terms and Services Personal Information Personal Information Review Record Check Request Form **RECORD CHECK REVIEW**

Record Check Request Review

Please review the following background check requests. Click on the hyperlink in the subject name column to modify that request. To add more background check requests, click the "Add Request" button. Once all the information is correct, click the "Submit" button to process your request.

The total charge for processing this request will be \$ 0.00. Please do not refresh the web page or browser once the request has been submitted.

Search:

Subject Name	Identity Theft #	SSN	Date of Birth	Race	Sex

Showing 1 to 1 of 1 entries

[Add Another Request](#) [Cancel](#) [Submit](#)

STEP 7: After submitting your Record Check Request, you will get your Record Check Request Results. Make sure to make a note of your Control # and Date of Request.

epatch.pa.gov

PATCH Home Record Check FAQ Help

Home Terms and Services Personal Information Personal Information Review Record Check Request Form Record Check Review **RECORD CHECK RESPONSE**

Record Check Request Results

The results of your background check requests are displayed below. This page will automatically refresh several times and update the status of your record checks. **Please wait until processing has finished before reviewing any background checks.** Once processing is complete, click on the Control Number hyperlink to view the details of a specific record check.

Record Check Requests

Search:

Control #	Subject Name	Date of Request	Status
R30441669			No Record

Showing 1 to 1 of 1 entries

A background check has returned a result of Request Under Review. The review process will be completed in approximately 2 - 3 weeks. Please note all the details of your background check including control numbers for background checks that came back with a status of Request Under Review. The status of these background checks will be updated to either No Record or Record. If the status is updated to No Record, you may print a certification form (nothing will be mailed to you). If the status is updated to Record, the relevant information will be mailed to you.

Please tell us about your experience using PATCH by completing this short survey! [Click here for more information.](#)

*** NOTE: Having your Control # and Date of Request is important, because if you don't get your results back right away, or if your request goes into review you can look up the results at a later date.



CHELtenham LITTLE LEAGUE

Uniting a Community!



STEP 8: After you have a status on the Record Check Request Results, click onto your Control # and then download the results certificate. PLEASE send the certificate to the safety officer at cheltenhamllsafety@outlook.com.

Pennsylvania State Police
1800 Elmerton Avenue
Harrisburg, Pennsylvania 17110

Response for Criminal Record Check

THE CERTIFICATE IS ONLY VALID FOR VOLUNTEER PURPOSES. THE PENNSYLVANIA STATE POLICE
DOES NOT AUTHORIZE THIS FORM FOR ANY OTHER USE

TELEPHONE

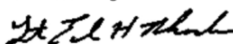
TO WHOM IT MAY CONCERN:

THE PENNSYLVANIA STATE POLICE DOES HEREBY CERTIFY THAT:

Name: Date of Birth: Social Security #: Sex: Race: Date of Request:	[Redacted]
Maiden Name and/or Alias (1) (2)	Purpose of Request: Volunteer (3) (4) (5)

*** HAS NO CRIMINAL RECORD IN PENNSYLVANIA BASED ON A CHECK BASED ON THE ABOVE IDENTIFIERS - REFER TO CONTROL #R:

THE RESPONSE IS BASED ON A COMPARISON OF DATA PROVIDED BY THE REQUESTOR AGAINST INFORMATION CONTAINED IN THE FILES OF THE PENNSYLVANIA STATE POLICE CENTRAL REPOSITORY ONLY. PLEASE CONFIRM IDENTIFIERS PROVIDED. POSITIVE IDENTIFICATION CANNOT BE MADE WITHOUT FINGERPRINTS THE PENNSYLVANIA STATE POLICE RESPONSE DOES NOT PRECLUDE THE EXISTENCE OF CRIMINAL RECORDS, WHICH MIGHT BE CONTAINED IN THE REPOSITORIES OF OTHER LOCAL, STATE, OR FEDERAL CRIMINAL JUSTICE AGENCIES. THE INFORMATION ON THIS CERTIFICATION FORM CAN BE VALIDATED BY ACCESSING THE PENNSYLVANIA ACCESS TO CRIMINAL HISTORY (PATCH) RECORD CHECK STATUS SCREEN (<https://epatch.pa.gov/RcStatusSearch>) AND SUBMITTING A STATUS CHECK REQUEST THAT CONTAINS THE FOLLOWING - SUBJECT'S NAME (EXACTLY AS INITIALLY ENTERED), CONTROL NUMBER AND DATE OF REQUEST. PATCH WILL FIND AND DISPLAY THE CORRESPONDING RECORD CHECK REQUEST. DETAILS ON THE REQUEST CAN BE VIEWED BY CLICKING ON THE CONTROL NUMBER. YOU WILL BE ABLE TO VERIFY IF THIS REQUEST WAS SENT OUT AS A NO RECORD OR RECORD RESPONSE BY THE PENNSYLVANIA STATE POLICE. QUESTIONS CONCERNING THIS CRIMINAL RECORD CHECK SHOULD BE DIRECTED TO THE PATCH HELP LINE TOLL FREE AT 1-888-QUERY-PA (1-888-783-7972).

Certified by:  DISSEMINATED ON:

Lt. Earl H. Rhoades
Director, Criminal Records and Identification
Division
Pennsylvania State Police

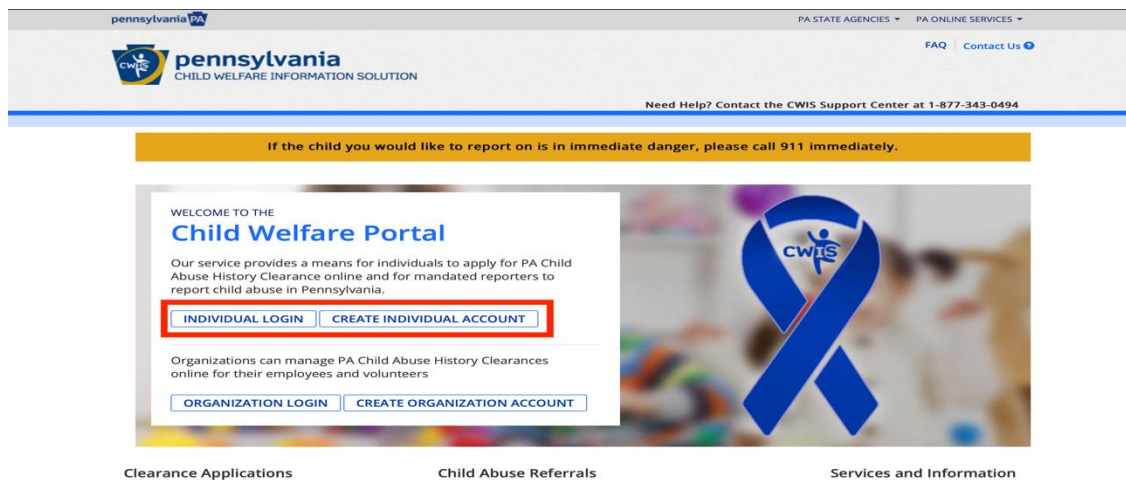
*** The Pennsylvania State Police Criminal Background History is good for 5 years from the date of request. ***



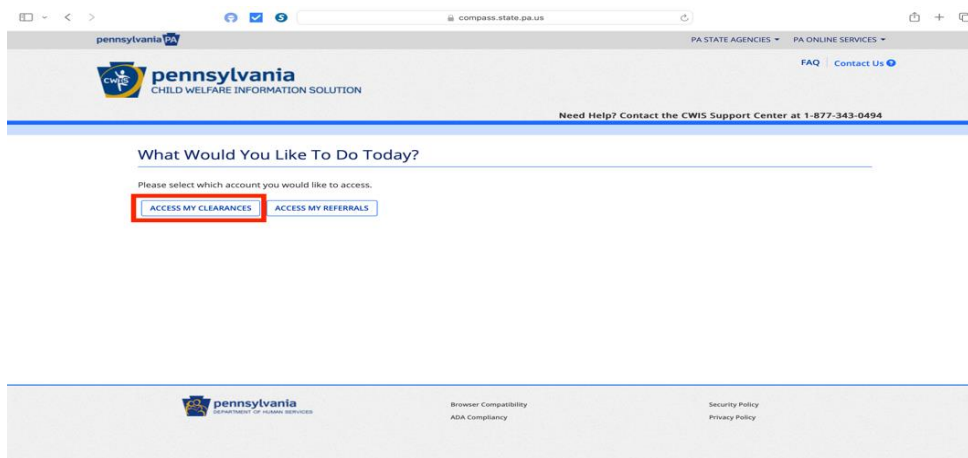
DHS – CHILD ABUSE CLEARANCE

STEP 1: Go to <https://www.compass.state.pa.us/cwis/public/home>

STEP 2: Login into your account by clicking INDIVIDUAL LOGIN or if you do not have one click CREATE INDIVIDUAL ACCOUNT.



STEP 3: After you login into your account or creating a new account, click on access MY CLEARANCE.





STEP 4: Scroll to the bottom and click CONTINUE.

However, please note that disclosure of your Social Security number is voluntary and therefore, if you do not consent to having your Social Security number verified or used for checking your child abuse history, we will still process your request without your Social Security number.

WARNING

You are entering a secure government website for the purpose of requesting a **Pennsylvania Child Abuse History Clearance**. By entering this site, you certify that you have read and understand the above guidelines and legislation.

Note

If your web browser prompts you to accept a security certificate, you must accept it to proceed.

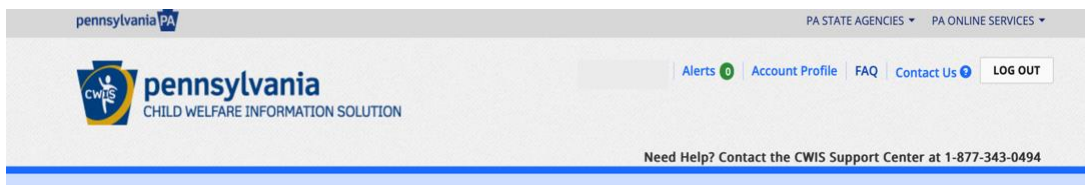
WARNING!

US GOVERNMENT SYSTEM and DEPARTMENT OF HUMAN SERVICES.

Unauthorized access prohibited by Public Law 99-474 "The Computer Fraud and Abuse Act of 1986". Use of this system constitutes CONSENT TO MONITORING AT ALL TIMES and is not subject to ANY expectation of privacy.

CONTINUE ➔

STEP 5: To start a new application, Click CREATE CLEARANCE APPLICATION.



My PA Child Abuse History Clearances

CREATE CLEARANCE APPLICATION

ADD APPLICATION TO ACCOUNT

Status of Submitted Applications

You can modify an application with an issued certificate, if an error exists on the current certificate. To resubmit an application, click the Resubmit button below.

Warning

It is recommended that you DO NOT save your certificate on a public computer. Doing so could leave your personal information open for others to view! Only save your certificate to a trusted computer to protect your information.



STEP 6: IMPORTANT: THERE IS NO PAYMENT FOR VOLUNTEER APPLICANTS.
Scroll down and click BEGIN.

Information You Will Need

Before you start, you should have the following information readily available to help you complete your application:

- Addresses where you have previously lived
- Names of all individuals with whom you have lived to include parents, guardians, siblings, spouses, etc.
- Any previous names you have used or have been known by
- Applicants that do not meet the volunteer application criteria or volunteers who have already received a volunteer certification free of charge within the previous 57 months will need to provide either credit/debit card information for an \$13.00 application fee or an authorization code from the organization that is asking you to obtain a Pennsylvania Child Abuse History Certification.

Volunteer Applicants

As a volunteer applicant you are permitted to receive one certification free of charge every 57 months. In order to submit a volunteer application without a payment, you are required to affirm that you have not already received a paper or electronic volunteer certification free of charge within the previous 57 months.

Additional Information

All of the information that you entered here is secure and confidential. For more information on the security and confidentiality of this website, please view the [Commonwealth of Pennsylvania's Privacy Policy](#). Additionally more information is provided in the [Rights and Responsibilities](#).

If you have any questions about your application, please refer to the [Frequently Asked Questions](#) page. If you need further assistance, please contact the ChildLine and Abuse Registry's Child Abuse Clearance Unit at 1-877-371-5422.

[PREVIOUS](#) [BEGIN](#)

pennsylvania
DEPARTMENT OF PUBLIC SAFETY

Browser Compatibility
ADA Compliance

Security Policy
Privacy Policy

STEP 7: For Application Purposes click Volunteer Having Contact with Children. Volunteer Category (OTHER) and Agency Name (Cheltenham Little League).

Need Help? Contact the CWIS Support Center at 1-877-343-0494

e-Clearance ID: 000008844304 [DELETE APPLICATION](#) [SAVE APPLICATION](#)

[Back To My Account](#)

Part 1

- ☒ Application Purpose
- ☐ Applicant Information
- ☐ Current Address
- ☐ Previous Address
- ☐ Household Members
- ☐ Application Summary

Part 2

- ☐ eSignature
- ☐ Application Payment

Application Purpose

Please select the reason you are submitting this Pennsylvania Child Abuse History Clearance application. You can select only one reason per application. If you require additional child abuse history clearances for any other reason, you will need to submit another application. You can submit another application at any time from your PA Child Abuse History Clearance Account.

For more detailed definitions and exceptions to clearance requirements please see the Who Needs Child Abuse Clearances at <http://keepitssafe.pa.gov/clearances/index.htm>.

☒ **Volunteer Having Contact with Children:** Applying for the purpose of volunteering as an adult for an unpaid position as a volunteer with a child-care service, a school or a program, activity or service, as a person responsible for the child's welfare or having direct volunteer contact with children.

***Individuals submitting an application as a Volunteer Having Contact with Children agree to use the certification for volunteer purposes only. The application fee will be waived if you have not obtained a volunteer certification free of charge within the previous 57 months.**

Please Note: The use of the term "certification" is used interchangeably with "clearance".

Volunteer Category (required) Agency Name (required)

☐ Foster Parent: Applying for purposes of providing foster care.

☐ Prospective Adoptive Parent: Applying for the purpose of adoption.



STEP 8: Continue filling out all of the Applicant Information.

STEP 9: Once your application is complete it will show up in your account (RESULTS MAY TAKE UP TO A FEW WEEKS TO COMEBACK). Click view results.

STEP 10: After downloading the Pennsylvania Child Abuse History Certification, PLEASE send the certificate to the safety officer at cheltenhamllsafety@outlook.com.

*** The DHS – CHILD ABUSE is good for 5 years from the verification date. ***

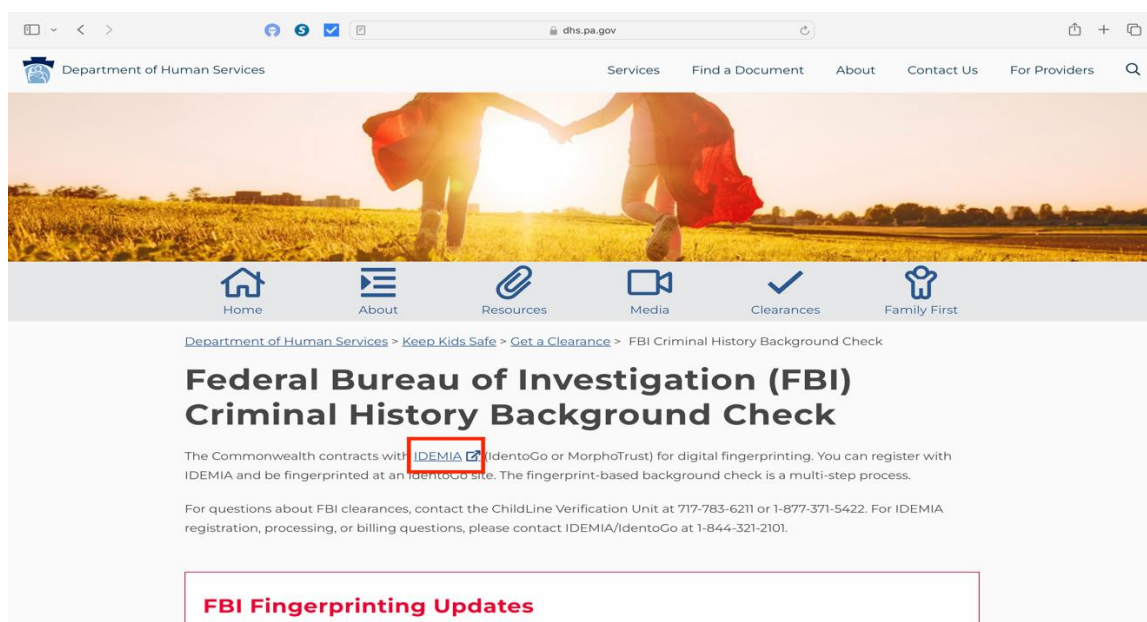


FEDERAL BUREAU OF INVESTIGATION (FBI) CRIMINAL HISTORY BACKGROUND CHECK

*** THIS SECTION ONLY APPLIES FOR THOSE VOLUNTEERS THAT HAVE NOT LIVED IN PENNSYLVANIA FOR THE LAST TEN (10) YEARS CONSECUTIVELY. THERE IS A \$23.25 CHARGE FOR THIS PROCESS. ***

STEP 1: Go to <https://www.dhs.pa.gov/KeepKidsSafe/Clearances/ages/FBI-Fingerprint.aspx>

STEP 2: Click on the IDEMIA link.



STEP 3: The link will take you to the IdentoGo site. Click Get Fingerprinted in the top right corner.





STEP 4: Use the Find an IdentoGO Center.

Services
Select a service below to get started.

- Digital Fingerprinting**
- TSA Enrollment by IDEMIA
- Birth Certificates
- Photo Services
- Fingerprint Card
- History Check

DIGITAL FINGERPRINTING

Select the state you need to be fingerprinted for:

Select One

IdentoGO Centers provide convenient, fast and accurate Live Scan fingerprinting services. Whether you are required to be fingerprinted by a government agency or for employment, our trained Enrollment Agents will ensure that your paperwork is in order, take your fingerprints, process the request and have you on your way in no time!

We provide Live Scan fingerprinting services for a wide variety of state agencies, programs and industries including:

Find an IdentoGO Center
Enter your Location to find the nearest center.

Don't have the required proof of U.S. Citizenship?

STEP 5: After finding the IdentoGO Center near you and Schedule Appointment.

STEP 6: Scroll to the bottom and click on Digital Fingerprint and then click select.

Enrollment Services

Select an Option Below to Get Started

Digital Fingerprinting
Fingerprinting for state and federal agency or employment requirements: Schedule a New Appointment, Change an Existing Appointment or Check your Status.

TSA Enrollment by IDEMIA
Enroll in TSA PreCheck®, TWIC®, HAZMAT Enforcement, and Flight Training Security Program (FTSP).

Photo Services
Many IdentoGO Centers provide professional photos for official documents such as passports, immigration documents and visas.

Fingerprint Card
Fingerprint Cards are an excellent item to store in your personal records, for you and your family members.



STEP 7: Enter Service Code 1KG6ZJ.

The screenshot shows the IdentoGO website interface. At the top, the IdentoGO logo is on the left, and a language dropdown menu set to 'English' is on the right. The main content area has a dark background with a keyboard graphic. A red rectangular box highlights the 'Enter your Service Code to get started.' section, which contains a text input field with '1KG6ZJ' and a blue 'GO' button. Below this, there is a link for users who don't know their service code. A banner for 'President's Day' is visible. Below the banner, there are two main service categories: 'Check the Status of your Service' (with a checkmark icon) and 'Manage an existing Appointment' (with a calendar icon). At the bottom, four additional services are listed: 'State History Check', 'FBI History Check', 'Fingerprint Cards', and 'Photo Services', each with an icon and a brief description.

STEP 8: Click Schedule or Manage Appointment.

The screenshot shows the IdentoGO website interface for the service code '1KG6ZJ - Pennsylvania DHS-Volunteer'. The top navigation bar is dark blue with the service code and name. Below this, a 'Back to Home' link is on the left. A red rectangular box highlights the 'Schedule or Manage Appointment' section, which includes a link to 'Schedule an in-person appointment or change an existing appointment.' Below this, there are three other sections: 'What do I need to bring to enrollment?', 'Locate an Enrollment Center', and 'Submit A Fingerprint Card by Mail'. At the bottom, there are two main service categories: 'Check the Status of your Service' (with a checkmark icon) and 'Manage an existing Appointment' (with a calendar icon). The footer contains the copyright information: '2017 © IdentoGO®. All rights reserved. Privacy Policy'.



STEP 9: Once receiving your FBI Fingerprint results, PLEASE send the certificate to the safety officer at cheltenhamllsafety@outlook.com.



SSN: :

TCN:

Your background check has been processed in accordance with the Child Protective Services Law (Title 23, Pa C.S. Chapter 63). The following is the determination made by the Pennsylvania Department of Human Services as of

- ☒ **ELIGIBLE;** You are permitted to work or volunteer with children.
☐ **INELIGIBLE;** You are not permitted to work or volunteer with children.

If you are questioning the accuracy of this response, please submit court documents to support your position. You may request a copy of your result from five years following receipt of verification by making a written request to the address listed below.

Respectfully,
Clearance Verification Unit

Office of Children, Youth and Families
ChildLine and Abuse Registry | FBI/ADAM WALSH UNIT
P.O. Box 8053 | Harrisburg, PA 17105-8053 | 1.877.371.5422 | F 717.772.6533 | www.dhs.pa.gov

CY 1001.1 2/22



LITTLE LEAGUE ABUSE AWARENESS TRAINING

New for 2025, Little League has now created their own Little League Abuse Awareness Course, which serves as a replacement for the programs previously available through the third-party organization like USA Baseball which CLL used for the 2024 season.

STEP 1: Go to

https://www.littleleague.org/university/training/?utm_source=abuse+awareness+kickoff&utm_medium=email&utm_campaign=ll+training+link.

STEP 2: You will need to complete an account.



As the world's largest youth sports organization, Little League® is committed to providing numerous training opportunities to equip volunteers with the knowledge and skills needed to positively impact the youth of their community through the Little League program. While additional opportunities will continue to be added as they are developed, we encourage you to check out the following opportunities and sign up to ensure the best possible experience for your Little Leaguers®.

CREATE ACCOUNT

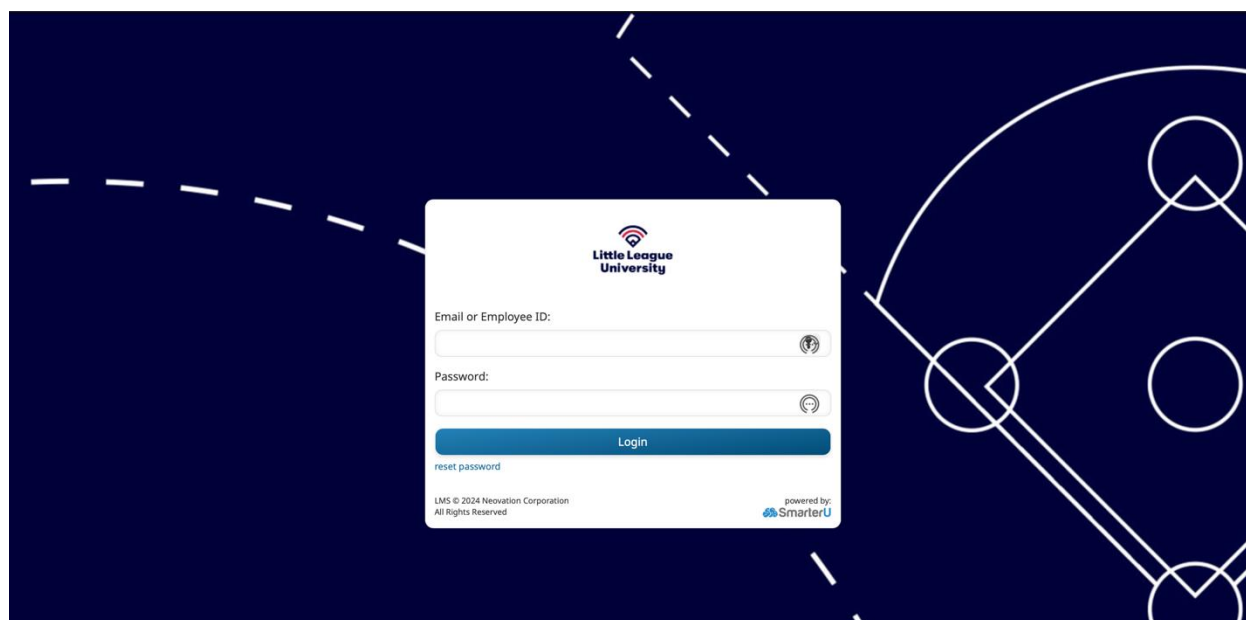
COURSE CATALOG

LOGIN TO TRAINING PORTAL

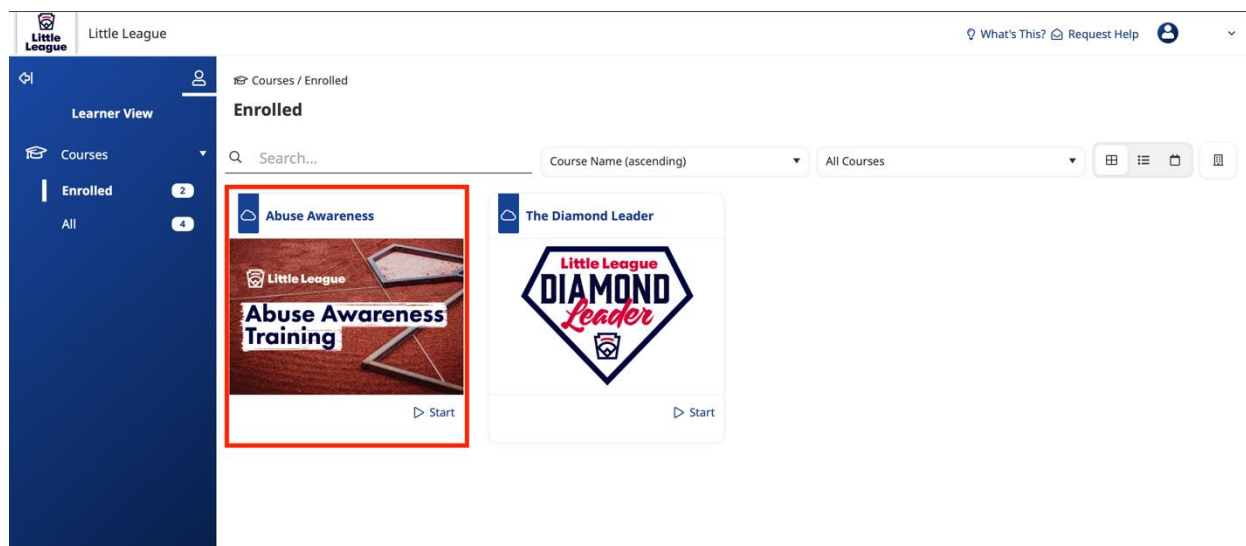
STEP 3: After filling out your information, you will need to select your associated league (Cheltenham LL or League ID: 2382202).



STEP 4: Once you have setup your account, you will receive an email with a temporary password. You will then go to <https://littleleague.smarteru.com/remote-login/login.cfm>.



STEP 5: Once you are logged in click the start button in the lower right corner to begin the course.





STEP 6: Once you have completed the course and pass the exam, PLEASE send the certificate to the safety officer at cheltenhamllsafety@outlook.com. This certificate will be emailed to you, or you can download it from your dashboard.

The screenshot shows the Little League dashboard interface. On the left is a blue sidebar with 'Learner View' and 'Courses' options. The main content area displays the 'Abuse Awareness' course, which is marked as 'Completed: 01-Oct-2024' with a grade of 100%. A red box highlights the 'Certificate' button. To the right of the button is a 'Review' link. Below the course title, a table lists course details:

Enrolled	Enrolled By	Started	Completed	Time In Course
01-Oct-2024	Data Center User	01-Oct-2024	01-Oct-2024	46m 42s

The certificate features the Little League logo at the top left and a background image of a baseball player. The main title is 'CERTIFICATE OF COMPLETION'. The recipient information is as follows:

GRANTED TO
Safety Officer

FOR SUCCESSFULLY COMPLETING
Abuse Awareness

The completion details are shown in a red box on the right:

DATE COMPLETED
01-Oct-2024

CERTIFICATE ID
90403195



LITTLE LEAGUE OFFICIAL VOLUNTEER APPLICATION AND ANNUAL BACKGROUND SCREENING (JDP QUICKAPP)

Cheltenham Little League utilizes the J.D. Palatine (JDP) QUICKAPP, this will allow for the volunteer to complete their Little League Official Volunteer Application and annual background screening together, all on a secure site which is separate from the CLL registration website. Because CLL utilizes the JDP QUICKAPP, no one inside of the CLL organization will be handling any sensitive information (ex. Driver License Number, Social Security Number, etc.).

Once all other clearances have been submitted to the Safety Officer, the JDP QUICKAPP link will be sent to the volunteer via email.

*** THIS LINK MAY SHOWUP IN THE VOLUNTEER'S JUNK/SPAM FOLDER ***