

## **Background Clearance Requirements for Volunteers**

*There are three required clearances for school volunteers.*

### **1. PA Criminal Background Check      <https://psp.pa.gov>**

#### **Select - New Record Check (Volunteers Only)**

There is no fee for volunteers. Once the background request has been entered the response status screen will appear. Please select and print the Certification Form. Questions: (717) 783-9973 or 1-888-783-7972

### **2. PA Child Abuse History Clearance      <https://compass.state.pa.us/cwis/public/home>**

#### **Select – Volunteer**

There is no fee for volunteers. The application process for this clearance may take some time to complete (30-45 mins.). The first step is to create a Keystone ID - Select **Create Individual Account**. After the account is created and you have a Keystone ID, go back in and sign into - **Individual Login** to complete the clearance.



[Child Welfare Portal](#)

[INDIVIDUAL LOGIN](#) [CREATE INDIVIDUAL ACCOUNT](#)

Once the application is complete, you will be notified via email and be able to access the final clearance report by logging back into your account. It may take up to 7-14 days to receive the results. Questions: (717)-783-6211 or 1-877-371-5422

### **3. FBI - Fingerprinting**

*Please complete only if you have not been a PA resident for the entirety of the past ten years. The fee is \$25.25. Please complete an FBI waiver form if you have been a PA resident for at least 10 years or longer. Please contact Sharon Levick in the Human Resources Office for an FBI waiver form. 717-762-1191, 1133 or email -[sharon\\_levick@wasdpa.org](mailto:sharon_levick@wasdpa.org)*

Fingerprinting Registration – <https://uenroll.identogo.com>

The applicant must register prior to going to the fingerprint site. Schedule appointments and walk in service is allowed but all applicants are required to complete pre-enrollment in the new Universal Enrollment system. Pre-enrollment can be completed online or over the phone. The registration website, Identogo, is available online 24 hours/day, seven days per week at <https://uenroll.identogo.com>. Telephonic registration is available at 1-844-321-2101 Monday through Friday, 8AM - 6PM EST. During the pre-enrollment process, all demographic data for the applicant is collected (name, address, etc.) along with notices about identification requirements and other important information.

1. Enter PA Service Code – **1KG6ZJ (for volunteers)** (Agency–Pennsylvania/PDE– School Districts)  
*When registering on-line, an applicant must use the appropriate agency specific Service Code to ensure they are processed for the correct agency and/or applicant type. Using the correct service code ensures the background check is submitted for the correct purpose.*

2. Schedule or Manage Appointment
3. Demographic Information - Enter essential demographic information including personal questions and information, agency identifiers, citizenship, mailing address, etc.
4. Select the ID type document that you will present at the fingerprinting center.

The applicant will pay a fee of \$25.25 for the fingerprint service and to secure an unofficial copy of the FBI report. Major Credit Cards as well as Money orders or cashier's checks will be accepted on site for those applicants who are required to pay individually. No cash transactions or personal checks are allowed.

Applicants must provide an acceptable, approved photo ID upon arrival at the fingerprint center. A list of approved ID types may be found on the IDEMIA website at <https://uenroll.identogo.com>.

There are two local Identogo – State Agency Enrollment fingerprinting centers.

**(1) CK Auto & Truck LLC, 1622 E Main Street, Waynesboro, PA 17268**

**(2) Borough of Chambersburg, 235 S. Third Street, Chambersburg, PA 17201**

All fingerprint sites are closed Thursdays, Fridays, weekends and major holidays.  
The Franklin Co. Learning Center LIU#12 is no longer a fingerprinting site.

Applicants must present their UEID to the school entity (as shown on the receipt provided after fingerprint capture). If an applicant has lost their receipt or needs to confirm UEID, the applicant may visit the UEP website (<https://uenroll.identogo.com>) and simply check status of their file by providing alternate personal information. Applicants will enter their personal information after clicking in the lower portion of that screen to obtain their receipt with the UEID.

If you have questions regarding clearances or need assistance, please contact Sharon Levick, Human Resources Office, 210 Clayton Avenue, Waynesboro, PA 17268 717-762-1191, x1133  
email - [sharon\\_levick@wasdpa.org](mailto:sharon_levick@wasdpa.org)