



PA State Background Check Requirements

Background checks are required for volunteers age 18 & up. You must bring the printed results of each background check to the library before starting your volunteer work.

If you have resided in the state continuously for the past 10 years or more, you will need:

- PA State Police Criminal Background Check Clearance
- Child Abuse History Clearance from Department of Human Services

If you have resided in the state for less than 10 years, you will need:

- FBI Criminal Background Check Clearance (includes fingerprinting)
- PA State Police Criminal Background Check Clearance
- Child Abuse History Clearance from Department of Human Services

COST:

FBI Criminal Background Check Clearance - \$22.60 - **The cost is the volunteer's responsibility.**

Criminal Background Check- cost waived for volunteers

Child Abuse Check- cost waived for volunteers

Bring the original clearances to the library and we will make copies, returning the originals to you. New volunteers must have the clearances on file before beginning volunteer service. Clearances must be updated every 5 years.

We do not take volunteers who are on probation or completing court-ordered community service.

Link for PA Criminal Background Check: <https://epatch.state.pa.us/Home.jsp>

Click on New Record Check and follow directions.

Link for PA Child Abuse Check: <https://www.compass.state.pa.us/cwis/public/>

Go to Create Individual Account and follow directions.

Link for FBI Criminal Background Check Clearance: <http://keepkidssafe.pa.gov/>

Click on **Clearances**. Scroll down & click on **FBI Criminal History Clearance**.

You can register for an appointment to be fingerprinted two ways:

- **Online:** Go to www.identogo.com
- **Telephone:** Call 1-844-321-2101 and listen to the options menu.

When you register, they will ask for a "service code" – it is 1KG6ZJ.

Search for your nearest fingerprinting location, then call the location to verify their hours & find out whether an appointment is needed.