

CLEARANCES

Step by step instructions:

1. Pennsylvania Child Abuse History Clearance:

- <http://keepkidssafe.pa.gov/>
- Click on [Clearances](#) tab.
- Click on [Pennsylvania Child Abuse History Clearance.](#)
- Complete form via CWIS self-service portal (for electronic submission) or CY113 form – Child Abuse Certification (for paper submission)
- Create Individual Account (for new account) or Individual Login (for existing accounts) – NEXT
- **For existing accounts**, if you see an option to click “resubmit,” you can click that once logged in to have all your information transferred from your previous renewal. You can then review it and make any necessary changes.
- **If creating a new account**, Create New Keystone ID (6-64 characters)
 - a. You will get a confirmation email for your Keystone ID and a temporary password.
 - b. Log in to Individual Account with Keystone ID and temporary password
 - c. Change password
 - d. Login with new password – **PLEASE SAVE YOUR KEYSTONE ID AND PASSWORD for future renewals!**
- Cost is free for volunteers.

2. Pennsylvania State Police Criminal Record Check:

- <http://keepkidssafe.pa.gov/>
- Click on [Clearances](#) tab.
- Click on [Pennsylvania State Police Criminal History Clearance.](#)
- Cost is free for volunteers.
- Follow instructions for either Online Request or Paper Request.

3. Disclosure Statement OR FBI Criminal Background Check:

- ***If you have been a resident of Pennsylvania for the past 10 years***, please sign the Disclosure Statement on the next page and return with the above clearances.
- ***If you have not been a PA resident for the past 10 years***, you will need a FBI Criminal History Clearance.
 - <http://keepkidssafe.pa.gov/>
 - Click on [Clearances](#) tab.
- Click on [Federal Bureau of Investigations \(FBI\) Criminal History Clearance.](#)
- Follow instructions for [Fingerprinting Process.](#)

- Use code [1KG6ZJ](#) on Identogo page.
- Cost is \$22.95 for volunteers.

*Please be sure to record the date on which you filled out the forms.

This date can be used to retrieve the records with the control number after they have been processed.

If you fill out the forms online, you may email them to jen.kosydar@manheimchristian.org or print them for your records and turn in a copy to the office. If you have any questions, please call the MCS office at (717)665-4300.

DISCLOSURE STATEMENT APPLICATION FOR VOLUNTEERS
Required by the Child Protective Service Law
23 Pa. C.S. Section 6344.2 (relating to volunteers having contact with children)

I swear/affirm that I am seeking a volunteer position and **AM NOT** required to obtain a certification through the Federal Bureau of Investigation (FBI), as:

- the position I am applying for is unpaid; **and**
- I have been a resident of Pennsylvania during the entirety of the previous ten-year period.

I understand that if I have not been a resident of Pennsylvania during the entirety of the previous ten-year period, but have received certification from the FBI since establishing residency, I must provide a copy of the certification to my employer and am not required to obtain any additional FBI certifications.

I swear/affirm that, if providing certifications that have been obtained within the preceding 60 months, I have not been disqualified from service as outlined below or have not been convicted of an offense similar in nature to a crime listed below under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

I swear/affirm that I have not been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

I swear/affirm that I have not been convicted of any of the following crimes under Title 18 of the Pennsylvania consolidated statutes or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

Chapter 25	(relating to criminal homicide)
Section 2702	(relating to aggravated assault)
Section 2709.1	(relating to stalking)
Section 2901	(relating to kidnapping)
Section 2902	(relating to unlawful restraint)
Section 3121	(relating to rape)
Section 3122.1	(relating to statutory sexual assault)
Section 3123	(relating to involuntary deviate sexual intercourse)
Section 3124.1	(relating to sexual assault)
Section 3125	(relating to aggravated indecent assault)
Section 3126	(relating to indecent assault)
Section 3127	(relating to indecent exposure)
Section 4302	(relating to incest)
Section 4303	(relating to concealing death of child)
Section 4304	(relating to endangering welfare of children)
Section 4305	(relating to dealing in infant children)
Section 5902(b)	(relating to prostitution and related offenses)
Section 5903(c) (d)	(relating to obscene and other sexual material and performances)
Section 6301	(relating to corruption of minors)
Section 6312	(relating to sexual abuse of children), or an equivalent crime under Federal law or the law of another state.

I swear/affirm that I have not been convicted of a felony offense under Act 64-1972 (relating to the controlled substance, drug device and cosmetic act) committed within the past five years.

I understand that I shall not be approved for service if I am named as a perpetrator of a founded report of child abuse within the past five (5) years or have been convicted of any of the crimes listed above or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

I understand that if I am arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law as listed above, or am named as perpetrator in a founded or indicated report, I must provide the administrator or designee with written notice not later than 72 hours after the arrest, conviction or notification that I have been listed as a perpetrator in the Statewide database.

I understand that if the person responsible for employment decisions or the administrator of a program, activity or service has a reasonable belief that I was arrested or convicted for an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law, or was named as perpetrator in a founded or indicated report, or I have provided notice as required under this section, the person responsible for employment decisions or administrator of a program, activity or service shall immediately require me to submit current certifications obtained through the Department of Human Services, the Pennsylvania State Police, and the Federal Bureau of Investigation, as appropriate. The cost of certifications shall be borne by the employing entity or program, activity or service.

I understand that if I willfully fail to disclose information required above, I commit a misdemeanor of the third degree and shall be subject to discipline up to and including denial of a volunteer position.

I understand that certifications obtained for the volunteering purposes can only be used for that purpose and cannot be used for employment purposes.

I understand that the person responsible for employment decisions or the administrator of a program, activity or service is required to maintain a copy of my certifications.

I hereby swear/affirm that the information as set forth above is true and correct. I understand that false swearing is a misdemeanor pursuant to Section 4903 of the Crimes Code.

Name: _____ Signature: _____

Witness: _____ Signature: _____

Date: _____