BACKGROUND CLEARANCE INSTRUCTIONS –Volunteers

As a volunteer, you are required to complete background clearances to comply with Pennsylvania's Child Protective Services Law and the Board of Governor's Policy 2014-01-A. You must complete the following clearances every five (5) years:

  1. **Pennsylvania Child Abuse History Clearance**

  2. **Pennsylvania State Police Criminal Record Check**

  3. **FBI Federal Criminal History Record**

If you already have these documents, please submit them to HR at hrclearances@commonwealthu.edu

If you do not have these documents, please follow the steps below to complete your background clearances:
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Step 1: Complete the Acknowledgement and Consent Form

Fill out the Acknowledgement and Consent Form
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Step 2: Pennsylvania Child Abuse History Clearance.

  1. Visit the Child Welfare Portal to complete your Pennsylvania Child Abuse Clearance electronically.
       o Select **"CREATE A NEW ACCOUNT"** to set up your Keystone ID (username) and keep this for future access.

       o Choose **"Volunteer having contact with children"** as the application purpose and enter **Commonwealth University** as the agency.

       o There is **no charge** for volunteers.
  2. Additional instructions for registering and completing the online form are available in the **user guide**: CWIS Citizens Account Instructions.

Note: Completion of Step 2 will take approximately thirty (30) minutes. You will receive an original report for your records, via email. Please forward a copy of the registration confirmation, and the report to **hrclearances@commonwealthu.edu.**
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Step 3: FBI Federal Criminal History Record (if applicable)

Exemption: If you have lived in Pennsylvania for at least 10 consecutive years, you are exempt from this step. Complete the Volunteer Exemption Form Here.

If you **do not qualify for exemption**, follow these steps:

1. Apply for the FBI Federal Criminal History Record at on the [IdentoGO Website](#) Enter the Employee Service Code **1KG756**.
   - Select "Schedule or Manage Appointment".
   - Enter your "Essential Info" (Legal Name/Date of Birth/Method of Contact) and select "Next". Legal Name must match exactly on all identification documents brought to enrollment.
   - Enter "Additional Info" (Agency Identifiers), create a Security Question and Answer for your Background Check Results.
   - Enter your "Citizenship" information and select "Next".
   - Answer the "Personal Questions", Select "Yes" to **alias** if you have a maiden name, answer **mailing address** question.
   - Select "NO" for Authorization Code/Coupon Code, and select "Next".
   - **IF**, you have an **Alias**, you will be prompted to enter alias information. Enter "Personal Information", and select "Next".
   - Enter the Mailing Address as **400 East 2nd St, Care of Human Resources, Bloomsburg, PA 17815** and select "Next".
     Please note: Results are mailed to HR at this address
   - Select the identification "**documents**" you will bring to the fingerprint location from the drop-down list. Verify name match and select "Next".
   - Enter your zip code to find the nearest location.

Note: As a volunteer, you are responsible for the payment of the fingerprints.

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Submit Your Documents

Email the following to hrclearances@commonwealthu.edu or mail to the address below:

1. PA State Police Criminal Record Check Results

2. Pennsylvania Child Abuse History Report

3. Completed Volunteer Exemption Form **OR** FBI Federal Criminal History Record (if using your

home address)

Mailing Address:
400 East Second Street
Care of Human Resources
Bloomsburg, PA 17815