

# VOLUNTEER CLEARANCE INSTRUCTIONS

All CLEARANCES are important for volunteering with PSC (see bottom of page)

Please email all forms to [info@pinesprings.org](mailto:info@pinesprings.org) PRIOR to your volunteer week or bring COMPLETED forms to your first day

## PA STATE POLICE CRIMINAL HISTORY REPORT

1. Go to <https://epatch.pa.gov>
2. Click on "New volunteer record check"
3. Note: This will be FREE for you!
4. Information:  
    "Volunteer Organization Name": Pine Springs Camp;  
    "Volunteer Organization Telephone Number": 814-629-9834
5. If no criminal record, clearance will be generated immediately, SAVE THIS
6. **Email a copy to [info@pinesprings.org](mailto:info@pinesprings.org)**

## PA CHILD ABUSE HISTORY CLEARANCE

1. Go to <https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/PA-Child-Abuse-History-Clearance.aspx>
2. Follow link under Online Submission section of text
  - A. Click "Create an Individual Account," then "Next," and then create a Keystone ID
  - B. Go back to the above link and click "Individual Login," click "Access My Clearances," and use the temporary password sent to your email
  - C. Click through the next few pages and Choose "Create Clearance Application"
  - D. Choose the bullet point starting with: "Volunteer..."
  - E. Follow prompts until finished - Note: This will be FREE for you!
3. Clearance certification will be emailed (or mailed) directly to you. **Please email a copy to [info@pinesprings.org](mailto:info@pinesprings.org)**

## FBI CRIMINAL HISTORY REPORT (Fingerprint-based back- ground check)

### If you **HAVE** lived in PA for the past 10 consecutive years:

You can sign the "Volunteer Affirmation Sheet" attached to the email from Luke instead of getting your fingerprints.

### If you **HAVE NOT** lived in PA for 10 consecutive years OR are currently living out of state:

1. Go to <https://uenroll.identogo.com>
2. Enter service code - **1KG6ZJ** and click GO  
    Note: There is a fee of \$22.95 (*price subject to change*)
3. Select "Schedule or manage appointment"
4. Complete personal info and "employer" info sections  
    Pine Springs Camp  
    PO Box 186  
    Jennerstown, PA 15547
5. Use this site to check hours and register for an appointment near you (if you are out of state you will need to set up an appointment for the week you are here)
6. Report will be emailed (SAVE THIS AS SOON AS YOU OPEN IT - you will not be able to open it later) **Email a copy to [info@pinesprings.org](mailto:info@pinesprings.org)**

## MANDATORY REPORTER TRAINING

1. Go to <https://www.reportabusepa.pitt.edu/>
2. Create account by clicking "Don't have an account? Click here."
3. Training has traditionally taken 3 hours
4. Save and **email certificate to [info@pinesprings.org](mailto:info@pinesprings.org)**

**RETURNING VOLUNTEERS:** All clearances are good for 5 years. If you have volunteered in the past we have your clearances. We will reach out to you if your clearances are expired.

**FIRST TIME VOLUNTEERS:** If you have these clearances from a different place of employment or volunteering (*from within the last 5 years*), you may send those instead of getting new ones.

## CHECKLIST

All CLEARANCES and FORMS are important for volunteering with PSC

Please email all forms to [info@pinesprings.org](mailto:info@pinesprings.org) PRIOR to your volunteer week or bring COMPLETED forms to your first day

### VWD CHECKLIST

- PA State Police Criminal History Report
- PA Child Abuse History Clearance
- FBI Criminal History Report (fingerprints) **OR** "Volunteer Affirmation Sheet"
- Mandatory Reporting Certificate
- Medical Release Form (fillable form)
- Release of Liability Form (fillable form)
- Child Protection Policy (last page signed — fillable form)

### NURSE CHECKLIST

- PA State Police Criminal History Report
- PA Child Abuse History Clearance
- FBI Criminal History Report (fingerprints) **OR** "Volunteer Affirmation Sheet"
- Mandatory Reporting Certificate
- Medical Release Form (fillable form)
- Release of Liability Form (fillable form)
- Child Protection Policy (last page signed — fillable form)
- RN License (copy)