

## **YMCA of Greater Erie**

### **Instructions for completing PA Act 153 Clearances for Volunteering with Children**

**If you have NOT been a PA resident any time in the past 10 years (including a short period of time, EX: out of state for college):**

1. PA Child Abuse History Clearance (CY113)
2. PA Criminal Records Checks (SP4-164)
3. Federal Bureau of Investigations Criminal Background Checks (Only if you have been a resident outside of PA within the past 10 years)

**If you HAVE been a PA resident only throughout the past 10 years:**

1. PA Child Abuse History Clearance (CY113)
2. PA Criminal Record Checks (SP4-164)

**If you want to volunteer in our licensed childcare classrooms:**

1. PA Child Abuse History Clearance (CY113)
2. PA Criminal Records Checks (SP4-164)
3. Federal Bureau of Investigations Criminal Background Checks
4. Copy of current physical from your doctor
5. TB Test

### **Pennsylvania Child Abuse History Clearances Instructions (Cost: Free)**

Electronic Submission: Child Abuse History Clearance Online:

[www.compass.state.pa.us/CWIS](http://www.compass.state.pa.us/CWIS) Creating your account and submitting your clearance application online will give you immediate access to your results or the status of your results if your results cannot be processed immediately. For questions related to the Pennsylvania Child Abuse History Clearance, please contact the ChildLine Verification Unit at 717-783-6211 or toll free at 1-877-371-5422

### **Pennsylvania State Police Criminal Record Check Instructions (Cost: Free)**

Electronic Submission: Applicants can go to the Pennsylvania Access to Criminal History website and apply for their criminal record check online with the Pennsylvania State Police at [www.epatch.state.pa.us](http://www.epatch.state.pa.us) If you have questions about the Pennsylvania State Police Request for Criminal Records form please call 717-783-9973 or toll free 1-888-783-7972.

### **Federal Bureau of Investigation Criminal Background Check Instructions (Cost: Credit Code supplied by the YMCA)**

The Pennsylvania Department of Education/Department of Human Services is using Cogent Systems to process fingerprint-based FBI criminal background checks. The fingerprint based background check is a multiple step process. For more information and to begin the process, to go [www.pa.cogentid.com](http://www.pa.cogentid.com).

