

# Obtaining Volunteer Clearances

Before you begin volunteering with the Williamsport Area School District, by state and federal law, all volunteers who have contact with children must secure clearances and complete a background check. Please follow the steps below:

## 1. PA STATE POLICE BACKGROUND CHECK

Visit the [Pennsylvania State Police background check](#) website. Select "Pennsylvania Access to Criminal History (PATCH)". Select "New Volunteer Record Check (volunteers only)." On the next page, read and agree to the Terms & Conditions and click "Next". On the following page, fill in your personal information. Please list "Williamsport Area School District" as your volunteer organization, and our phone number is 570-327-5500. On the next page, select "Proceed"; you will then need to enter additional personal information. Click "Submit This Request," and wait for the page to refresh. On the new screen, click "Submit" again. The record may or may not process right away. If it does not process immediately, write down the Control # (Starts with letter R) and check back later for an updated status. Once processed and the status bar is completed, **click on the blue link under "Control #"**. On the next page, click the blue "Certification Form" link. This will open your record in a new window. In the new window, click on the blue "Save" button. This should automatically download your record as a pdf file. **The saved pdf OR a printed copy must be submitted to the school office prior to volunteer service.** Please print/save a copy for your records.

## 2. PA CHILD ABUSE HISTORY CLEARANCE

Visit the [PA Child Abuse History Clearance website](#). Click on the link titled "Child Welfare Information Solution (CWIS) self-service portal". On the "Child Welfare Information Solution (CWIS) Self Portal," select "Create Individual Account." Select "Next" on the following page to begin creating an account. **SAVE ALL ACCOUNT INFORMATION – you will need it to access your record!** Create a profile and submit; a temporary password will be emailed to you. Close the window, and revisit the [PA Child Abuse History Clearance website](#). This time, select "Individual Login" and on the next page, select "Access My Clearances". Read the information on the following page and select "Continue" at the bottom. Using the KeystoneID you created and the temporary password from the email, login to your new account. You can then choose to answer your established security questions or receive a security code via email. Select "Start" on either option, and complete the next page. On the following page, select which type of device you are using (public or private). On the next page, create your own account password and click "Submit". Click the "Close Window" button, which will bring you back to the login page. Using the same KeystoneID and your NEW password, log back into your account. Read and agree to the Terms & Conditions, and select "Next". On the next page, scroll to the bottom and click "Continue". Select "Create Clearance Application", read the next page, and click "Begin". For "Application Purpose" be sure to select **"Volunteer having contact with children..."**. Enter **"Other"** under "Volunteer Category" and **"Williamsport Area School District"** under "Agency". Click "Next". Complete Part 1 by entering your personal information. Complete Part 2 with an e-signature, and select "No" when asked for an authorization code. There will be a fee assessed if you have already applied for this clearance in the past 57 months.

**TO ACCESS YOUR RECORD:** Return to the [PA Child Abuse History Clearance website](#) and select "Individual Login" and then "Access My Clearances". Under "Status of Submitted Applications" click "View the Result" in the green box. Your record should automatically be downloaded as a pdf file. **The saved pdf OR a printed copy must be submitted to the school office.** Please print/save a copy for your records.

### **3. FBI FINGERPRINTING OR ACT 153 VOLUNTEER AFFIDAVIT**

*Please note that volunteers who have maintained continuous residency in the State of Pennsylvania for the past ten or more years can complete the [Act 153 Volunteer Affidavit for PA Residents](#) instead of obtaining the FBI Clearance. If you are completing the Volunteer Affidavit please skip the next two paragraphs and click on the relevant link/access the form to complete the statement of residency. If you must obtain a Volunteer FBI clearance, please follow the below instructions:*

Visit the <https://www.dhs.pa.gov/Pages/default.aspx> webpage. Click on the box at bottom titled "Keeping Kids Safe Clearances, Licenses, and Fingerprinting". Follow prompts under title "FBI Criminal History Clearances". Click on "Learn more about FBI Criminal History Clearances". To obtain a Volunteer FBI Clearance, you will need to reference service code **1KG6ZJ**.

**TO ACCESS YOUR RECORD:** You will receive a copy of your completed clearance once processed. You should receive an email with access to your completed clearance. Please ensure you submit this copy to your local school.

Questions regarding volunteer FBI clearances should be referred to the DHS website (Clearances pa.gov).