

PA Child Protective Services Law and the Pennsylvania Background Check Clearances Instructions

A summary of the requirement is listed below and is followed by more detailed instructions. Check out this page on the Council Website for more detailed information about this new "PA Child Protective Services Law".

<http://newbirthoffreedom.org/palaw/>

Summary

All registered adult leaders, parents or non-registered volunteers attending meetings or events must comply with these new regulations. **The deadline is July 1, 2016, but I would like our leaders or parents attending any events to comply by April 30, 2016. New leaders or volunteers must comply immediately.** If you have any doubt if you should obtain these clearances, more information about these requirement can be found here: <http://newbirthoffreedom.org/palaw/>

Summary of 4 steps to complete this process.

1. Obtain a **"Report of Criminal History"** and save as a PDF
2. Obtain a **"Child Abuse History Clearance from the Department of Human Services"** and save as a PDF
3. Do one of the following:
 - o For those living in PA for at least 10 years, complete and sign the **"DISCLOSURE STATEMENT APPLICATION FOR VOLUNTEERS"** and save as a PDF. This document requires a witness to sign too. Contact Bob Zinn or John Zinn if you need help creating a PDF from a signed copy.
OR
 - o For those living out of the state of PA or have lived in Pennsylvania for less than 10 years, obtain a **"Fingerprint based FBI criminal history clearance"** and save as a PDF
4. Upload the above three PDF documents to the **"New Birth of Freedom Council Background Clearance Submission Portal"**: <http://tinyurl.com/qc6fhfm>

If you have already obtained these clearances within the last 5 years then you still need to obtain a copy and upload a PDF version to the council's Clearance Submission Portal. In short they must be renewed every 60 months or 5 years.

The detailed steps are outlined below. I am also including a link to FAQs about the requirements:

<https://www.compass.state.pa.us/CWIS/Public/FAQ>

Details Steps

Report of Criminal History

1. Report of Criminal History from the Pennsylvania State Police (PSP), cost – free after 7/25/15, 10-15 minutes: epatch.state.pa.us/Home.jsp
2. Reason For Request: **VolunteerFREE**
3. Volunteer Organization Name: St Joseph Boy Scout Troop 103
4. Organization Phone: 717 637-5236
5. Fill in your name and address info, etc.
6. Click "Next>"
7. Click "Proceed"
8. Fill out the form.
9. Click "Enter This Request"
10. Click "Finished"
11. Click "Submit"
12. Click on the Control number listed to the left of your name.
13. Click on "Certification Form" link.

14. Click on the “Save” link located at the top of the screen. You will need to upload the saved file in a later step.

Child Abuse History Clearance from the Department of Human Services,

Use the following Web Address and create an account: <https://www.compass.state.pa.us/cwis/public/home>

1. Click on “**CREATE INDIVIDUAL ACCOUNT**”
 - Go through the steps to create an account. Remember your username and password. There are quite a few steps in this process.
2. After creating an account, login and click on “**CREATE CLEARANCE APPLICATION**” button. The link to creating the Clearance application is included here for your convenience:
<https://www.compass.state.pa.us/CWIS/Clearances/GettingStarted>
3. You get the “**Getting Started**” screen.
 - Click “Begin” at the bottom of the screen.
4. You get the “**Application Purpose**” screen.
 - Click on the radio button for “Volunteer Having Contact with Children”
 - Volunteer Category: Other
 - Agency Name: Boy Scouts of America
 - Click the “Next” button at the bottom of the page.
5. You get the “Applicant Information” screen
 - Fill in your personal information (**name**)
 - Click the “Next” button at the bottom of the screen.
6. You get the “Current Address” Screen.
 - Fill in your personal information (**Home address, email and phone**)
 - Click the “Next” button at the bottom of the screen.
7. You get the “Previous Address Page” screen.
 - You need to include all addresses (**places of residence**) used since 1975
 - Click the “Next” button at the bottom of the screen.
8. You get the “Household Members” screen.
 - You need to identify all people who lived with you since 1975 (parents, siblings, spouses, children, etc.)
 - Click the “Next” button at the bottom of the screen.
9. Review your information on the APPLICATION SUMMARY Page that includes all the information you submitted in making this application. It allows you to edit within each section if there is a mistake.
 - Click the “Next” button at the bottom of the screen.
10. You should get the “e-Signature” page where is asks the user to verify that all information submitted is accurate and true by:
 - Click on the button to the left of “I hereby certify....” statement and then typing in your name as it was stated in the application process.
 - Click on the “Next” button.
11. Application Payment screen
 - Select NO when asked about a code from the volunteer organization
 - Click “Submit Application”
 - Record your Clearance ID that appears in the green box on the SUBMISSION CONFIRMATION page
12. At the bottom of the SUBMISSION CONFIRMATION page click on “Go TO PA CLEARANCE ACCOUNT” button.
13. Check your email for confirmation that your application has been submitted. Your submission confirmation should be received within a few minutes.
 - It takes up to 14 days for them to process your online submitted form and for you to receive the official certificate that can be used to upload to the “New Birth of Freedom Council Background Clearance Submission Portal”. You will get another email when that certificate is available. Typical response times for the availability of the certificate is about 1 week.

14. Once processed you will have to create a PDF of the Clearance document and upload it to the New Birth of Freedom Council Background Clearance Submission Portal in a later step.

Disclosure Statement for Volunteers

1. Volunteers who have resided in the Commonwealth of Pennsylvania for the past 10 years can submit a [Disclosure Statement Application for Volunteers](http://newbirthoffreedom.org/wp-content/uploads/2015/08/2015-06-15-disclosure-statement-application.pdf) in lieu of the Fingerprint based FBI Clearance: <http://newbirthoffreedom.org/wp-content/uploads/2015/08/2015-06-15-disclosure-statement-application.pdf> Review and complete this form. <http://newbirthoffreedom.org/wp-content/uploads/2015/08/2015-06-15-disclosure-statement-application.pdf>
2. It requires both your signature and a witness.
3. Convert this document into a PDF for later uploading to the New Birth of Freedom Council Background Clearance Submission Portal.
 - a. **NOTE:** This form must be filled out by hand and converted to a PDF. This may be a challenge. If you do not have a scanner, then maybe a digital photograph can be taken of the signed certificate and the jpg photo can them be saved/printed as a PDF. Contact Bob Zinn or John Zinn if you need assistance with this process of creating a PDF.

Fingerprint based FBI criminal history clearance

1. If you have not resided in PA for 10 years or you currently live out of state, then obtain a Fingerprint based FBI criminal history clearance submitted through the Department of Human Services, cost – \$25.75, 5-10 minutes online and 10-15 minutes at the fingerprinting location: www.pa.cogentid.com/index_dpwNew.htm
2. Print and Fill out the form and save as a PDF.
 - o Enter your **BSA Membership Number**. This number is on your BSA Membership card. If you do not know your BSA Membership number, you can contact your Committee Chairman.
 - o Enter Unit Type: As **Troop**
 - o Enter your Unit Number as **0103**.
 - o Enter your Position: This is normally one of the following (Contact your Committee Chair is you are unsure of your current leadership position):
 - Committee Member
 - Assistant Scoutmaster
 - Unit Scouter Reserve
 - Committee Chair
 - Scoutmaster
 - Charter Organization Rep
 - o **NOTE:** This form must be filled out by hand and converted to a PDF. This may be a challenge. If you do not have a scanner, then maybe a digital photograph can be taken of the signed certificate and the jpg photo can them be saved/printed as a PDF.

Birth of Freedom Council Background Clearance Submission Portal

5. **Prior to your submission to the portal, get all three documents in PDF format.**
 - o PDF of **“Report of Criminal History”**
 - o PDF of **“Child Abuse History Clearance from the Department of Human Services”**
 - o PDF of one of the following: **“DISCLOSURE STATEMENT APPLICATION FOR VOLUNTEERS”** or **“Fingerprint based FBI criminal history clearance”**
6. Complete the **“Volunteer Background Check Submission”** form using the New Birth of Freedom Council Background Clearance Submission Portal using this web address: <http://tinyurl.com/qc6fhfm>
 - o Enter your **Name, Home address, Phone and email address**.
 - o Enter your **BSA Membership Number**. This number is on your BSA Membership card. If you do not know your BSA Membership number, you can contact your Committee Chairman.

- Select unit type.
- Enter your Unit Number as **0103**.
- Select "**Battlefield**" as our district.
- Enter dates for each clearance form being submitted in PDF format.
- Upload each PDF form using the appropriate "Choose File" buttons.
- Click "**Submit**" button to complete the process.