

**PENN LEGACY SOCCER**  
**BACKGROUND CHECKS AND CLEARANCES GUIDELINES FOR THE 2018-19 SEASON**

**VOLUNTEER COACHES, ASSISTANT COACHES, AND PROGRAM VOLUNTEERS**

Changes in state law in 2014 mandated that nonprofit organizations (and most other agencies and schools) across the Commonwealth of Pennsylvania obtain background clearances for their employees, independent contractors, and volunteers. We came into compliance starting July 1, 2015.

Since soccer clubs across the state rely on a mix of paid employees and contractors, as well as volunteers, our state sanctioning body, EPYSA, has provided further guidance and resources on this evolving regulatory matter.

- [http://www.epysa.org/membership/pa\\_child\\_protection\\_laws\\_clearances/](http://www.epysa.org/membership/pa_child_protection_laws_clearances/)

More information about the new state statutes and implementation can be found at this website.

- <http://www.keepkidssafe.pa.gov/clearances/index.htm>

**THREE BACKGROUND CLEARANCE CHECKS**

Beginning July 1, 2015, an adult applying for an unpaid position as a volunteer responsible for the welfare of a child or having direct contact with children will need clearances. **Penn Legacy has determined that all coaches, assistant coaches, and program volunteers (e.g. Directors) must complete and submit the following items to Penn Legacy Soccer by September 1, 2018 in order to coach this upcoming season (Fall 2018).** The Penn Legacy Board of Directors has determined that coaches/assistants will not be allowed to take the field or meet with their team without the below clearances.

***The clearances are good for 60 months. If you have obtained clearances from another organization, they are portable and may be used with Penn Legacy. If you already have your clearances, please go to the bottom of the page for instructions on how to submit them to Penn Legacy. If your certifications are older than 60 months, you also have until September 1, 2018, to renew your certifications.***

Before you can take your spot as a volunteer coach/assistant or program volunteer for Penn Legacy, you need to start three background clearance checks as required by Pennsylvania law.

1. Act 151 (PA Child Abuse History Clearance) (Free)
2. Act 34 (PA State Police Criminal Record Check) (Free)
3. Act 114 (FBI Federal Criminal History w/ fingerprinting) (For PA residents who have lived in PA for LESS than 10 years) (\$22.60)

For PA residents who have lived in the state of PA for 10 years or MORE:

1. PA Child Abuse History Clearance
2. PA State Police Criminal Record Check
3. Signed and notarized ACT 153 Volunteer Affidavit: [Click for Volunteer Affidavit](#)

For PA residents who have lived in PA for LESS than 10 years:

1. PA Child Abuse History Clearance
2. PA State Police Criminal Record Check
3. FBI Criminal History Background Check w/ fingerprinting

Given the length of time required for these checks, it is important you follow the steps below promptly.

**ACT 151 (PA CHILD ABUSE HISTORY CLEARANCE)**

The club requires that the PA Child Abuse background clearance check be started before you can begin working with kids as a volunteer coach or program volunteer. If you have had a PA Child Abuse Clearance done within the past 36 months, you can use the results of that clearance and do not need to do another PA Child Abuse Clearance. The Pennsylvania Child Abuse History Clearance can be submitted and paid for online through the Child Welfare Information Solution (CWIS) self-service portal, [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis).

To do this clearance you will need to provide your permanent addresses since 1975. You will also need to provide the names of individuals you have lived with since 1975. If you have a family member who died, please enter the age they were when they died. If you do not provide the names of your parents, your clearance will be delayed. Also your clearance will be processed more promptly if you provide your social security number, though this is not required.

To complete this clearance:

1. Go to <https://www.compass.state.pa.us/cwis> and create a new account. To do that you need to provide basic personal information and create security questions. (If you have already created a Keystone ID for work-related purposes such as school district employment, you can skip steps 1, 2 and 3 and simply go to step four and access your clearances.)
2. After doing this you will receive two AUTOMATED emails from the state. (These emails may go to a SPAM or junk mail account so please check those before recreating an account.) One email will include the Keystone ID that you registered; the other email will include a temporary password.
3. Use your Keystone ID and temporary password to log on again at <https://www.compass.state.pa.us/cwis>. This time create a permanent password.
4. You will then log on again to <https://www.compass.state.pa.us/cwis> and start a clearance application.
5. You will need to provide addresses where you have previously lived since 1975, names of all individuals with whom you have lived and any previous names you have used or been known by such nicknames, aliases, or maiden names.
6. Part 2 eSignature – this is certifying that the information entered on the report is accurate and complete to the best of your knowledge. Click next.
7. Once the application is complete, you will receive an email confirming that your application has been successfully received. Print the confirmation page for your records.

If you do not receive your clearance within three weeks by mail, please call (toll free) 1-877-371-5422. You will have 90 calendar days to submit your clearance records to Penn Legacy (see below process).

#### **Act 34 (PA State Police Criminal Record Check)**

To complete the **State Police Background Check**, 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:

<https://epatch.state.pa.us/Home.jsp>

#### **ACT 114 (FBI FEDERAL CRIMINAL HISTORY w/ FINGERPRINTING) (if required)**

All PA resident club volunteer coaches or program assistants who have lived in PA for LESS than 10 years are required to complete a fingerprint based federal criminal history (FBI) submitted through the Pennsylvania State Police or its authorized agent. If you have been fingerprinted by the FBI in the past 36 months through the **Department of Human Services**, you can use the results of that clearance and do not need to be fingerprinted again.

This process has two steps. First you register online and then you are fingerprinted.

The Commonwealth of Pennsylvania has changed its provider for FBI fingerprint-based background checks as of November 28, 2017. The new vendor for digital fingerprinting is **IDEMIA** and their locations are called IndentoGO Centers. Volunteers needing to obtain the FBI fingerprint-based background check should begin the process by visiting Idemia's website using this link – [www.identogo.com/locations/pennsylvania](http://www.identogo.com/locations/pennsylvania)– and then follow the steps below. A service code is required to schedule an appointment at an IndentoGO location. See below for more details.

#### **APPLICANT PROCEDURES**

Fee: \$22.60; All applicants will now receive an unofficial copy of their report. Fee is payable to IDEMIA.

The fingerprint-based background check is a multiple-step process, as follows:

1. Registration - The applicant must register prior to going to the fingerprint site. Walk in service is allowed but all applicants are required to complete pre-enrollment in the new Universal Enrollment system. Pre-enrollment can

be completed online or over the phone. The registration website is available online 24 hours/day, seven days per week at <https://uenroll.identogo.com>

2. Telephonic registration is available at 1-844-321-2101 Monday through Friday, 8am to 6pm EST. During the pre-enrollment process, all demographic data for the applicant is collected (name, address, etc.) along with notices about identification requirements and other important information.

When registering on-line, an applicant must use the appropriate agency specific Service Code to ensure they are processed for the correct agency and/or applicant type. **Enter Service Code 1KG6ZJ**. Using the correct service code ensures the background check is submitted for the correct purpose. Fingerprint requests processed through any other agency or purpose cannot be accepted and are not transferrable. If an applicant enters the wrong code by mistake, the incorrect applicant type will appear at the top of the screen. The applicant should select the "Back to Home" button and begin the process again, by reentering the correct Service Code. If the applicant proceeds with the process under the incorrect code, the pre-enrollment and/or results cannot be transferred to another state agency and the applicant will have to start the process over and pay for the background check again.

3. Payment - The applicant will pay a fee of \$22.60 for the fingerprint service and to secure an unofficial copy of the Criminal History Record. Major Credit Cards as well as Money orders or cashier's checks payable to MorphoTrust will be accepted on site for those applicants who are required to pay individually. No cash transactions or personal checks are allowed.

IDEMIA has also established a payment option for fingerprinting services for entities interested in paying the applicant's fee. This new option provides a payment 'coupon' that the entity will provide to each applicant for use. Each coupon is unique and may only be used one time. Account applications must be completed prior to the applicant visiting the fingerprint site. The authorized representative must complete the account application. To establish a billing account, visit the website <https://www.identogo.com/locations/pennsylvania> and download an application.

4. Fingerprint Locations – After registration, the applicant proceeds to the fingerprint site of their choice for fingerprinting. The location of the fingerprint sites and days and hours of operation for each site are posted on IDEMIA's website at <https://uenroll.identogo.com>. The location of fingerprint sites may change over time; applicants are encouraged to confirm the site location nearest to their location. PDE encourages entities where access to the fingerprint location is more than 25 miles away to contact IDEMIA and suggest areas where another closer site could be established.
5. Fingerprinting - At the fingerprint site the Enrollment Agents (EA) manages the fingerprint collection process. The fingerprint transaction begins when the EA reviews the applicant's qualified State or Federal photo ID before processing the applicant's transaction. A list of approved ID type may be found on the IDEMIA website at <https://uenroll.identogo.com>.

Applicants will not be processed if they cannot produce an acceptable photo ID. After the identity of the applicant has been established, all ten fingers are scanned to complete the process. The entire fingerprint capture process should take no more than three to five minutes.

6. Report Access – For the public or private school or higher education institution to access the official report via the electronic system, applicants must present their UEID to the hiring entity (as shown on the receipt provided after fingerprint capture). This process allows an applicant to provide multiple potential employers with their UEID, as the report is linked to the UEID number and not assigned to a specific school. If an applicant has lost their receipt or needs to confirm UEID, the applicant may visit the UEP website (<https://uenroll.identogo.com/>) and simply check status of their file by providing alternate personal information. Applicants will enter their personal information after clicking in the lower portion of that screen to obtain their receipt with the UEID.

Applicants will receive an unofficial copy of their report. However, the school is required to review the official CHRI online and print a file copy of the CHRI if the applicant is hired by the school or their contractor, or if the applicant is approved for student teaching.

#### Register online

1. Click on "Digital Fingerprinting," box.
2. Enter Service Code **1KG6ZJ**.
3. Click on Schedule or Manage Appointment
4. Follow the prompts for completing the required information and printing the registration form to take to the fingerprinting location.

After registering online, print your registration paperwork and go to your scheduled appointment.

#### Identification Requirements

All applicants should refer to their Service Code form for the list of acceptable identification documents. Present one of the identification documents during your enrollment appointment.

**REMINDER TO SUBMIT TO PENN LEGACY:** You will have 90 calendar days to submit your clearance records to Penn Legacy at the following link:

<https://app.smartsheet.com/b/form?EQBCT=d3fc54515b8c4c4085ae1359cc3fa1ad>

*Penn Legacy has determined that all volunteer coaches, assistant coaches, and program volunteers will be reimbursed for their clearance expenses if they have been obtained solely for the purpose of volunteering for Penn Legacy. Attach billing receipts and send to Steve Rempala at [registrar@pennlegacy.org](mailto:registrar@pennlegacy.org).*

IF YOU HAVE QUESTIONS, CONTACT YOUR PROGRAM VICE PRESIDENT (Ray Keene) or our club administrator/registrar STEVE REMPALA at [registrar@pennlegacy.org](mailto:registrar@pennlegacy.org)