

**CISV Philadelphia
Adult Volunteer/Chaperone
Clearance Checklist for
Pennsylvania Residents**

Per CISV International, CISV USA and state law requirements, background checks must be completed for all adults volunteering directly with children. This includes volunteers for Junior Branch activities (chaperoning/driving for overnights), weekend program hosting (such as for Village and Step Up), all program leaders and staff, and all Interchange families. These checks are required every two years. In addition, CISV USA requires a signed sheet from the Sexual Abuse Prevention Policy every year.

Are you a Pennsylvania resident? YES / NO

Have you been a Pennsylvania resident for the past consecutive 9 years, in their entirety? YES / NO

If you answered "YES" to both of the above questions, please proceed. Use this checklist and the instructions to obtain your background checks and clearances.

If you answered "NO" to one or both of the above questions, please contact philadelphia@cisvusa.org for alternative instructions and procedure.

YOUR CHECK LIST OF ITEMS TO BE RETURNED....

The following forms must be obtained and sent to philadelphia@cisvusa.org

1. _____ PENNSYLVANIA CRIMINAL RECORD CHECK (see following page for instructions to apply)
2. _____ PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE CERTIFICATE (see following page for instructions to apply)
3. _____ SEXUAL ABUSE PREVENTION POLICY (Electronic document is attached. Read the 5 page policy and complete following 2 forms)
 - a. _____ Sexual Abuse Prevention Policy Acknowledgement (sign & return)
 - b. _____ CISV USA Background Questionnaire (sign & return)

The following forms must be obtained before **DRIVING** on behalf of CISV Philadelphia:

4. _____ PENNSYLVANIA DRIVER'S INFORMATION (required of any adult who will be driving on behalf of CISV. Any CISV volunteer driver **MUST** be 23 years of age or older and submit the following:
 - a. _____ Pennsylvania Driver's History (see instructions and return certificate)
 - b. _____ Photocopy of auto insurance including documentation of
_____ a minimum of \$100,000 of liability coverage (note: this found on
your policy, NOT the drivers card in your glove box)
_____ coverage dates, including the relevant driving period

Certificates and signed documents should be returned to:
philadelphia@cisvusa.org

YOUR INSTRUCTIONS FOR OBTAINING DOCUMENTS....

1. PENNSYLVANIA CRIMINAL RECORD CHECK

Needed for every adult (18 or over) chaperoning and every adult in your household if you are hosting.

To apply go to: **www.epatch.state.pa.us**

- Click on "NEW RECORD CHECK (Volunteers Only)."
- Read the page that appears and find the "Volunteer Acknowledgment Section" at the bottom of the page. Click "accept" to proceed with the criminal check and to waive the fee.
- Proceed with the application, inputting your personal information (twice, once as the "requestor" and once as the "individual you would like to perform the background check on". Then click, "Enter this request".
- You will then be on a page titled, "Record Check Request Review". Click "Submit".
- Results will take a moment to appear. When they do, click on your record/control number in the chart.
- You are now on the "Record check details" page. Click on "certification form". The certificate that appears is your Pennsylvania Criminal Record Certificate and should be downloaded or printed and returned with this packet to CISV Philadelphia.

2. PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE CERTIFICATE

Needed for every adult (18 or over) chaperoning and every adult in your household if you are hosting.

Cost to apply: The Pennsylvania State Agency charges \$8 to process your application. If you would like to request reimbursement from CISV Philadelphia, please let us know when you return your packet of information.

To apply go to: **www.compass.state.pa.us/cwis**

- Click on "Create an Individual Account"
 1. Apply as a Volunteer, using CISV Philadelphia as the Agency Name

2. Click NEXT
3. Create Keystone ID – fill in all applicable fields (Create your own Keystone I.D. of 6-10 characters.
4. Check email for TEMP Password
5. Close Browser
6. Log back in to www.compass.state.pa.us/cwis
7. Choose “Individual Login”
8. Click on “Access my Clearances”
9. Scroll down, click on “CONTINUE”
10. Login using TEMP password
11. Create permanent password
12. Re-login with permanent password
13. Agree to Terms
14. Click on “NEXT” and then “CONTINUE”
15. Create your Clearance Application – choose “BEGIN”
16. A Child Abuse Clearance Certificate will be emailed directly to you within 14 days. Please print the certificate and return to CISV with your packet of clearances.

3. **SEXUAL ABUSE PREVENTION POLICY** (Electronic Document is attached).
Read 5 pages and sign and submit 2 pages, signed.

4. **PENNSYLVANIA DRIVER’S INFORMATION/HISTORY**

Cost to apply: The Pennsylvania State Agency charges \$9 to process your request. If you would like to request reimbursement from CISV Philadelphia, please let us know when you return your packet of information.

Go to: <http://www.dmv.state.pa.us/centers/OnlineServicesCenter.shtml>

Click on “On-Line Driver Services”

Click on “Request Drivers History”

Follow instructions.

You will receive a certificate via email. Please print and return with your packet of information.