



## Seneca Valley Junior Football and Cheer Association of Cranberry

### Instructions on how to obtain clearances

All volunteers including football and cheer coaches, team moms, team dads, and board members must obtain (1) a Report of Criminal History from the Pennsylvania State Police (Criminal Records check) every 12 months, and (2) a Child Abuse History certification from the Department of Human Services (Child Abuse Clearance) every 36 months. Most returning volunteers should only need to update the State Police Criminal background check this year.

(3) In addition, If you are new to the organization a fingerprint based federal criminal history (FBI) submitted through an authorized agent is required **unless the volunteer has been a resident of the Commonwealth of Pennsylvania for the entirety of the previous 10 years**. Once a volunteer has submitted a fingerprint based criminal history for one season they will only need to submit the standard checks as outlined in (1) and (2). Volunteers who are not required to obtain the FBI certification because they have been a continuous resident of Pennsylvania for the past 10 years must swear or affirm in writing that they are not disqualified from service based upon a conviction of an offense under §6344. (See attached). If you have previously submitted this form in a prior season you do not need to submit it again.

**All updated Clearances must be submitted to the Financial and Security Coordinator on or before August 1 of the current year in order to maintain the volunteer position. Members who fail to turn in the appropriate documents prior to that date will be suspended until the clearances are submitted.** Please email the appropriate documentation or any questions to: [Svclearances@gmail.com](mailto:Svclearances@gmail.com)

1) **Report of Criminal History from the PA State Police** must be completed every 12 months:

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

2) **PA Child Abuse History Clearance** must be completed within the past 36 months

<https://www.compass.state.pa.us/cwis/public/home>

3) **FBI Fingerprint Criminal History** (Only required if applicant has not been a PA resident for the past 10 years and has not previously submitted this)

The Pennsylvania Department of Human Services is utilizing 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 registration process, go to [www.pa.cogentid.com//index\\_dpw.htm](http://www.pa.cogentid.com//index_dpw.htm). For question about your FBI Clearance, please contact the FBI/Adam Walsh Unit at 717-783-6211 or 1-877-371-5422.

4) **DISCLOSURE STATEMENT APPLICATION FOR VOLUNTEERS:** See attached form to sign and return if you have not previously completed this.