

CLEARANCE CERTIFICATES

Who Needs Them & How Do You Get Them

In accordance with Commonwealth of Pennsylvania laws now in effect for Volunteers who have "Direct Volunteer Contact" with children must have Clearance Certificates. That is, volunteers who care for, supervise, guide or control a child or children AND **have routine interaction with a child or children** will need Clearance Certificates. Volunteers already in service have until July 1, 2016 to get the Clearance Certificates. New volunteers will need to get their Clearance Certificates prior to volunteering.

The Clearance Certificates are portable (among volunteering jobs) but must have been issued within the past five years. Once used, they are valid for five years and only for volunteering.

The Exeter Community Library has deemed that volunteers ages 14 to 18 will be exempt from requiring Clearance Certificates. All adults over 18 are required to obtain their Clearance Certificates due to the presence of children regularly in the library.

Clearance Certificates
The Big Three

- **PA Child Abuse History Clearance (CY113)**
 - **FREE for Volunteers**
- **PA State Police Criminal Record Check (SP4-164)**
 - **FREE for Volunteers**
- **Federal Criminal History Report (FBI Fingerprinting)**
 - **Volunteers only need this if they have lived in PA for less than the past 10 years**

HOW TO FIND THE APPLICATION FORMS:

- PA Child Abuse History Clearances (CY113)
Website: <https://www.compass.state.pa.us/CWIS>
(Can be done electronically or through paper submission)
- PA State Police Criminal Record Check Form (SP4-164)
Website: <https://epatch.state.pa.us/Home.jsp>
(Can be done electronically or through paper submission)
- Federal Criminal History Report (FBI Fingerprinting)
Website: https://www.pa.cogentid.com//index_dpw.htm
(Is a multi-step process)

The Exeter Community Library believes only the first two (state) Clearances are necessary for volunteering in the library. Computers are available to complete the process in the library. Please ask Mallory Hoffman, Library Director, any questions or for assistance in completing the clearance process.

Thank you.