

PA Act 153, signed by Governor Corbett and effective in JAN 2015 adds requires 'clearances' for volunteers in child-serving organizations.

I. OBTAIN YOUR REQUIRED PA CLEARANCES

The Wing Commander asks all members of Pennsylvania Wing age 18 and older to obtain their required clearances by 31 DEC 2015. Those approaching age 18 should apply to obtain their clearances 90 days in advance of their 18th birthday.

Here is a link to **PA Department of Human Services (DHS)** information entitled, "Volunteer Frequently Asked Questions" regarding these clearances:

http://keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/C_135...

OBTAINING CLEARANCES REQUIRED BY PENNSYLVANIA is a THREE step process:

1. **PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE** (no charge for volunteers in PA) obtain through the Child Welfare Information Solution:

CWIS Citizen Account User Guide:

http://keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/c_139655.pdf

Here is a link to site where you'll use the CWIS instructions:

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

2. **PENNSYLVANIA STATE POLICE CRIMINAL RECORD CHECK INSTRUCTIONS** (there is no charge for volunteers in PA, BUT MAKE CERTAIN YOU CLICK ON "New Record Check **(Volunteers Only)**" This clearance requires the applicant to enter the volunteer organization's name and phone number. Enter "Civil Air Patrol" and 877-227-9142 respectively. That is the NHQ phone number:

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

3. The third clearance document you'll need is dependent on the length of your residency in PA. You must file a third document regardless; it's an either/or requirement, please see a) and b) below for guidance as to which you'll need:

a) **PA resident LESS THAN 10 YEARS continuously FEDERAL BUREAU OF INVESTIGATION (FBI) CRIMINAL BACKGROUND CHECK** if a information to obtain this is here:

https://www.pa.cogentid.com/index_dpw.htm

OR

b) **PA resident PA MORE THAN 10 YEARS continuously** may complete this PA-provided **DISCLOSURE STATEMENT APPLICATION FOR VOLUNTEERS:**

http://keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/c_160267.pdf

Sign and date this document in front of an adult witness, ask them to sign it. This is a two page

document, make certain to include both pages when you scan it for upload.

NOTE: Pennsylvania Fees are waived for Volunteer's PA Child Abuse and PSP Criminal Record checks, make certain you indicate you are a volunteer when applying! There is a fee associated with the FBI Criminal Background check that ranges between \$25-\$30.

Please refer to the instructions provided on the web sites to apply for the respective clearances. These are Pennsylvania State Government systems in the first two cases and a contract provider for the FBI Background check. If you need help with these web sites, use the information provided on the sites to seek assistance. For further assistance call you PA Representative's local Office. Please do not call PA Wing HQ - Call your chain of command for help with web sites or turn to fellow members who have obtained clearance for assistance with getting yours.

Do not give your clearance certificates to your unit commander or anyone else.

II) UPLOAD YOUR 3 CLEARANCE CERTIFICATES TO eSERVICES once you have all three in hand:

NOTE: The PA Wing Command Staff and Personnel Officer have been working with NHQ eServices administrators on the "Clearance Certificates" module since JAN 2015. This module remains a work in progress. The administrators have our list of desired features. We forward "bug" reports to them as received. If you experience any problems please report them factually, including as much information as possible to facilitate their resolution. Please forward these reports to DP@pawg.cap.gov

1. Once you've obtained all documents detailed in 1-3 above, (PA Child abuse and Criminal Record Certificates and the FBI Criminal Record Check Certificate **OR** completed the **DISCLOSURE STATEMENT APPLICATION FOR VOLUNTEERS**) scan **ALL** of the pages into **ONE** PDF document file and store it so it's accessible for upload. (If you need assistance with this consider turning to fellow members and/or your chain-of-command; someone you know has the knowledge, skills, hardware and willingness to help you get this done!)
2. Logon to eServices
3. In the new eServices, click on your name and select **Security Clearances** (in the old eServices, click on **My Account** on the top menu)
4. On the left hand menu, select **Clearance Certificates**
5. Click "Choose File" and select the file on your computer that contains your clearance documents
6. Enter the oldest date listed on your clearance documents (Ex: DHS- Sep, PSP- Oct; use September date.)
7. Click Submit
8. You may get a message confirming your Clearance Certificate upload was successful.

If the eServices upload is not successful, note the message displayed (if possible cut/paste it) and email this, along with your name and CAPID to the PAWG Personnel Officer dp@pawg.cap.gov noting that it is a clearance certificate upload failure.