

# FTAA Volunteer Clearance Checks

If you are an adult and are in an unpaid volunteer position with direct contact with children acting in lieu of a parent you must clear three clearance checks. This would entail all FTAA Administrators, commissioners, coaches and volunteer coaches.

The following clearances are required:

- 1- Report of criminal history from the Pennsylvania State Police (PSP); and
- 2 - Child Abuse History Clearance from the Department of Human Services (Child Abuse).
- 3 - Additionally, a fingerprint based federal criminal history (FBI) submitted through the Pennsylvania State Police or its authorized agent is required if:

\* The volunteer has lived outside the Commonwealth of Pennsylvania in the last 10 years.

Please e-mail all completed clearances in PDF format to the FTAA Secretary. The secretary will maintain a record of all background clearances obtained by FTAA Administrators, commissioners, coaches and volunteer coaches.

Clearances can also be mailed to the FTAA directly at: FTAA, Secretary, 500 Zucksville Road Easton, PA 18040

The FTAA will reimburse all applicants for both the PA Child Abuse History Clearance and the PA Criminal History after successful proof of passing both checks.

**PA Criminal History Check:** Applicants can also 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>.

**PA Child Abuse Check:** 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).

**FBI Federal Check:** FBI Check online portion can be found at:

[https://www.pa.cogentid.com/index\\_dpwNew.htm](https://www.pa.cogentid.com/index_dpwNew.htm).

Register on line then go to the nearest location to get fingerprint check. \*\*

\*\* If you have resided in the Commonwealth of Pennsylvania for the last 10 years, the FBI Federal check is not required. Please just fill out the "Certification of Living in PA" form and complete.