



## **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, summer program hosting (such as for Village and Step Up), and all program leaders and staff. The criminal record check and child abuse history clearance 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 7 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 Heather Simon at [BV.CISV.Documents@gmail.com](mailto:BV.CISV.Documents@gmail.com) for alternative instructions and procedure.**



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

The following forms must be obtained and returned to Heather Simon before chaperoning and/or driving on behalf of Brandywine Valley CISV:

1. \_\_\_\_\_ PENNSYLVANIA CRIMINAL RECORD CHECK (see following page for instructions)
2. \_\_\_\_\_ PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE CERTIFICATE (see following page for instructions)
3. \_\_\_\_\_ SEXUAL ABUSE PREVENTION POLICY (click [here](#) for the policy. Read the first 6 pages and then complete the following)
  - a. \_\_\_\_\_ Sexual Abuse Prevention Policy Acknowledgement (sign & return)
  - b. \_\_\_\_\_ CISV USA Background Questionnaire (complete, sign & return)

In addition to the above clearances, the following forms must be obtained and returned to Heather Simon before **DRIVING** on behalf of Brandywine Valley CISV:

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
    - Minimum of \$100,000 of liability coverage (note: this is found on your policy, **NOT** the driver's card in your glove box)
    - Insurance coverage dates, including the relevant driving period

**Certificates and signed documents should be returned to Heather Simon:**

**[BV.CISV.Documents@gmail.com](mailto:BV.CISV.Documents@gmail.com)**



## **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: <https://epatch.pa.gov>
- Click on “NEW VOLUNTEER RECORD CHECK”
- Read the page that appears and find the “Volunteer Acknowledgment Section” at the bottom of the page. Check the box and click “accept” to proceed with the criminal check and to waive the \$22 fee.
- Input your personal information, using “Brandywine Valley CISV” as the Volunteer Organization Name.
- Confirm the information entered and click the “proceed” button on the bottom of the page.
- Enter your personal information again on the Record Check Request Form. Click “submit” at the end of the page.
- 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 will also receive an email when the results are ready.
- 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 to Brandywine Valley CISV.

## 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.*

- To apply go to: <https://www.compass.state.pa.us/cwis/public/home>
- Click on “Create an Individual Account” if this is your first time requesting a clearance.
  - *If you have requested a clearance previously, login with your Keystone ID and initiate a new request. Your previously entered information will be saved in the system.*
- Apply as a Volunteer, using Brandywine Valley CISV as the Agency Name
- Create Keystone ID – fill in all applicable fields (Create your own Keystone I.D. of 6-10 characters.)
- Check email for TEMP Password
  
- Log back in to <https://www.compass.state.pa.us/cwis/public/home>
- Choose “Individual Login”
- Click on “Access my Clearances”
- Scroll down, click on “CONTINUE”
- Login using TEMP password (*You will need to create a permanent password and re-login*)
- Agree to Terms
- Click on “NEXT” and then “CONTINUE”
- Create your Clearance Application – choose “BEGIN”
- A Child Abuse Clearance Certificate will be emailed directly to you within 14 days. Please print the certificate and return to Brandywine Valley CISV.

**Cost to apply:** The Pennsylvania State Agency charges \$13 to process your application. For volunteers, you get one free report every 57 months. If you would like to request reimbursement from Brandywine Valley CISV please advise Heather Simon when you return your packet of information.



3. **SEXUAL ABUSE PREVENTION POLICY** (Electronic Document is attached).

Read the first 5 pages. Sign and submit the last 2 pages to Brandywine Valley CISV.

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

*Needed for any adult (23 or over) who will be driving on behalf of CISV.*

- To apply go to: <http://www.dmv.state.pa.us/centers/OnlineServicesCenter.shtml>
- Click on "Online Services"
- Click on "Request Drivers History"
- Follow instructions.
- You will want to order a 10-year history record.
- You will receive a certificate via email. Please print and return with your packet of information.

**Cost to apply:** The Pennsylvania State Agency charges \$12 to process your request. If you would like to request reimbursement from Brandywine Valley CISV please advise Heather Simon when you return your packet of information.