

Logos Academy Clearance Process for Volunteers

Instructions

All volunteers must obtain a Child Abuse Clearance, Pennsylvania Criminal Clearance and an FBI Federal Criminal History Clearance prior to volunteering at Logos Academy. If you have current clearances that are less than 1 year old we will accept them. If your clearances are over 1 year we require new clearances. Following are the instructions for obtaining the three required clearances: **PLEASE FOLLOW THESE INSTRUCTIONS CAREFULLY AS THE PROCESS HAS CHANGED FOR THE FBI AND STATE CLEARANCES AS OF 1/1/2018.**

1) ACT 34-PA State Police Criminal Record Check

- A. Go to <https://epatch.state.pa.us> This clearance is free for volunteers.
- B. Verification will be obtained immediately. Follow these directions carefully. After you receive your control number, you need to check status by inputting that number and your name and date record was obtained. After you click **Search**, a new box comes up with search results. Click on the blue control number and a new window opens for Record Check Details. Above the Back button towards the bottom is Certification Form in blue. Click on **Certification Form** and the actual certificate comes up. **Print this certificate.**
- C. Volunteers MUST provide Logos with the original certificate.

2) Act 151-PA Child Abuse History Clearance

- A. Go to <https://www.compass.state.pa.us/cwis> (create an account)
- B. After creating an account, you will receive an email with your password in order to log into the website and complete the clearance application.
- C. Please be sure to select the appropriate type of clearance for educational institutions (School District.)
- D. This clearance is free for volunteers. Verification can take up to 14 days; and volunteers can choose to receive notification via email, mail to their home address or both.
- E. Once received, volunteers must provide Logos with the original clearance form.

Please Note: if you have lived in Pennsylvania 10 years or longer, you do not need to complete the FBI Federal Criminal History Clearance. You may complete the "Disclosure Statement" found on pages 8 and 9 of this registration form in place of the FBI check. **Please have someone sign as a witness who can verify that you have lived in that location for 10 years.** However, if you have a record on either of the other two clearances, you will need to obtain the FBI record as well.

3.) FBI Federal Criminal History Clearance:

- A. Applicants must register online <https://www.identogo.com/locations/pennsylvania> and click on digital fingerprinting. Enter code 1KG756. Click on schedule an appointment. Fill out the following screen with your contact information.
There is a fee of \$24.50 for the fingerprint clearance. Credit/debit card may be used online. If you

can't pay online then you will pay when you get fingerprinted. (Please note: cash or personal checks will not be accepted.)

- B. Applicants should either print out the registration confirmation number; or, if they do not have access to a printer, record the number in a safe place.
- C. Once registered, call the York Learning Center to schedule a time to be fingerprinted. Their phone number is 717-718-5801. They no longer take walk-ins.
- D. Applicants must provide proof of identity upon arrival at the Fingerprint Center (state issued driver's license, state I.D. card, passport, etc.).
- E. After being fingerprinted, applicants must provide Logos Academy with a copy of the receipt which contains the UE ID number and the TCN number. Logos Academy will then obtain the original clearance via the website. When your clearance has been processed, you will receive and email form Identogo with results. **DO NOT OPEN THIS EMAIL UNLESS YOU CAN PRINT YOUR RESULTS. YOU HAVE ONLY ONE CHANCE TO ACCESS YOUR RECORD.**

IdentoGO Center
441 S LongName Blvd
CityName, ST 10111

IdentoGO

Date: 02/07/2015@11:15 AM
Customer: JOHN S. SMITH
UE ID: U11F-193H9F
TCN: 00114987534

119B01 - Enrollment Service	\$39.95
Subtotal:	\$49.95
Tax	1.24
Credit Card Service Fee:	0.52
Total:	\$51.71
Auth Code	\$10.00
CARD (1111)	\$41.71
Auth Number:	123ABC
Amount Paid:	\$51.71

I agree that I will pay for this purchase in accordance with the issuing bank cardholder agreement.

John Hancock
Signature

Check the status of your service at:
<http://uenroll.identogo.com>