As we grow, we aim to ensure that we provide the best care to our animals and services to our clients. This involves maintaining compliance with state and federal laws in regards to running a non-profit organization that provides services to youth. To meet these requirements, we will be asking any and all volunteers to complete clearances required in the state of Pennsylvania for Volunteers. Because we provide services to children under 18, every individual that participates in a volunteer capacity at Lone Oak must complete these clearances, regardless of your role. Please note that new volunteers will be asked to provide these clearances upon expressing interest in volunteering with Lone Oak.

Volunteers must complete 3 state required clearances: Pennsylvania State Police, child abuse and FBI Clearance. Below, please find detailed information and instructions on how to complete the clearances. If you have completed these clearances within the last 3 years, there is no need to apply again - simply provide me with copies of those documents.  All volunteers in the state of PA are required to renew clearances every 60 months.

We are requesting that all clearances be provided to me at [Sarah.primak@millersville.edu](mailto:Sarah.primak@millersville.edu) no later than April 17, 2024. If assistance is needed with completing the clearances, I will be available to assist at your request.

Thank you again for your commitment to Lone Oak. We couldn’t do this without you!

**Volunteer Clearances**

All volunteers working with children in the state of Pennsylvania are required to submit three clearances: PA child abuse clearance, PA criminal background check, and FBI clearance. Additional information on state requirements can be found here: <https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Documents/KKS-VolunteerFAQ_2021.pdf>

Fortunately, the first two are free for volunteers and can be done online.

We do accept clearances if you already have them for work or another volunteer site. Clearances must be within the last two years.

If you need the clearances, please use the links listed below.

**Pennsylvania State Criminal Background Check:**

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

A couple of helpful guidelines:

• This site is free to volunteers.

• Do not use initials. Write out your entire name, including your middle name.

• You do need to list everyone and everywhere you have lived since 1975. Do not worry if you don’t have every detail but do the best you can. The more information you provide the more it will accelerate the process.

• Save the Certification Form to your computer.

**Pennsylvania Child Abuse Clearance:**

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

A couple of helpful guidelines:

• This site is free to volunteers.

• Create an Individual Account.

**FBI Clearances:**

There are two options to meet this requirement based on the amount of time you have resided in PA.

**If you have continuously resided in Pennsylvania for 10 years:**

Volunteers who have continuously resided in Pennsylvania for 10 years must fill out the Ten-Year Resident Waiver, which can be accessed here:

 Or on our website.

You are not required to obtain FBI Clearances.

**If you have lived outside of Pennsylvania in the last 10 years:**

A fingerprint-based federal criminal history (through the 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.

Visit<https://www.identogo.com/locations/pennsylvania>  - Enter Service Code **1KG6ZJ**. You must register to visit a local fingerprinting site and pay $**$23.25** at the time of your fingerprint appointment.

Please note that the DHS Volunteer service code would include all volunteer services. It is titled "DHS" because it is a Department of Human Services Child Protective Services Law (CPSL) requirement.

• **NOTE: YOU WILL NOT RECEIVE A HARD COPY OF YOUR RESULTS!** You will receive an email from PASafeCheck (aka Identogo) with your results.

**In PA, Volunteer Clearances must be completed every 60 Months. Lone Oak will track this and notify you when they are coming due.**

 This document shows examples of what the clearances should look like once received:



**Questions and clearances received should be emailed to Sarah Primak @ sarah.primak@millersville.edu**