

Please complete and submit the following documents to Michelle Fox in the Central Office when applying as a volunteer in the Sharpsville Area School District. All documents must be less than one year old and MUST be submitted at the same time. If emailing, please submit as one pdf attachment to mfox@sasdpride.org

Child Abuse History Clearance: <https://www.compass.state.pa.us/cwis/public/home>

Criminal Record Check Clearance: <https://epatch.pa.gov/home>

Act 153 Volunteer Affidavit: [Act 153 Affidavit Form](#)

If you have lived in PA for the last ten consecutive years, you can complete the affidavit. If you have not lived in PA for 10 consecutive years, you must submit FBI fingerprint clearance.

- FBI fingerprint clearance registration can be completed online at <https://uenroll.identogo.com>. The Service Code is 1KG6XN.

TB Test (within two years)

Instructions:

Child Abuse History Clearance: <https://www.compass.state.pa.us/cwis/public/home>

- Click on “Create a New Account”
- You will be prompted to “Create a Keystone ID” and complete Profile Information
- You will receive a temporary password and directed to set a permanent password – close window and log-in with new password
- Read and accept Terms and Conditions
- Continue to “Create Clearance Application”
- Begin “Application Purpose” – choose “Volunteer”
- Complete Contact Information – you will need your previous names and addresses, the names and ages of all people with whom you have lived (including parents and siblings) since 1975.
- eSignature (type in first and last name)
- Continue to “Finalize & Submit Application”
- You will receive “Application Submission Confirmation”
- Email notification of the outcome of your clearance within 14 days

Criminal Record Check Clearance: <https://epatch.pa.gov/home>

- Click on “New Record Check – Volunteers Only”
- Read and accept the Terms and Conditions
- Complete Personal Information
- Reason for Request is “Volunteer”
- After all information has been completed, click on “Finished” and then “Submit”

- Results will appear. If you have no record, the status will be “No Record”. Click on “Certification Form” and print. If the status is “Request Under Review”, the State Police will review your request – check back in a few days to see if the status has been updated. If the status has been changed to “No Record”, print the certification sheet. If the status is “Record”, the results will be mailed to you.