



## **Hello prospective GSEP volunteer!**

Whether this is your first year volunteering, or you're a seasoned pro, this opportunity to help girls try new things, build confidence, and make memories that will last a lifetime is one that you will never forget. As a Girl Scout volunteer, you will build girls of courage, confidence, and character who make the world a better place!

Throughout the year, you will have the opportunity to work with girls and adults of different backgrounds, ages, and experiences as you show girls that anything is possible! Every day will be filled with the opportunity to make big things happen in the lives of our girls, and in your life too! Are you ready for it?!

At GSEP, the safety of our girls is always top priority. Now that you have purchased an Adult Membership, you are ready to continue on to the CBC process. This packet contains a lot of useful information pertaining to the criminal background clearance procedure per PA State Law.

### **In this packet you will find:**

- A list of all volunteer required documents and deadlines
- Forms and instructions on how to complete the criminal background clearance process
- A list of who to contact with questions
- A list of frequently asked questions

Get ready to go out and make a difference in the lives of girls! Feel free to contact us at any time; see the "Who to Contact" page for more information.

Yours in Girl Scouting,  
*The Girl Scouts of Eastern PA*



## Checklist of All Requirements

Your starting line begins at [MYGS](#) where you will become an Adult Member of GSEP. Because you have indicated that you would like to volunteer with GSEP, your membership approval requires completion of our background check process.

Check off this list as you go!

- ☐ Join GSEP and choose a volunteer role
- ☐ [Disclosure Statement](#)
- ☐ PA State Police Criminal Background Check
- ☐ PA Child Abuse Clearance
- ☐ FBI Criminal History Record (if applicable)

Once all of your check boxes are filled, upload your documents to GSEP here:

[Submit clearances to GSEP here](#)



## Required Volunteer Paperwork

Here is a list of everything that we will be collecting from you pertaining to criminal background clearances before the start of your volunteer journey with GSEP. The information must be returned no later than the timelines provided. We don't want you to miss out on the fun, so please be sure that all of this paperwork is completed in a timely manner.

### Returning Volunteers

- Volunteers must renew their criminal background clearances every 60 months.

### Background Clearance Requirements:

1. *Disclosure Statement for Volunteers*
  - a. A link to this online web form included in this packet and [on our website](#).
2. *PA State Police Criminal Background Check Certification Form (CBC must be renewed before your current CBC expires)*
  - a. Please review the *PA State Police* instruction sheet included in this packet for how to complete the background clearance online.
  - b. If your record check request results in a "Request Under Review" or "Record" status, you will be contacted by GSEP to review the clearance which may result in restrictions applied to your volunteerism or rejection of volunteerism with GSEP
3. *PA Child Abuse Clearance (CAC must be renewed before your current CAC expires)*
  - a. Please review the *PA Child Abuse Clearance* instruction sheet for how to complete the clearance online.
  - b. If your clearance request results in a "Record(s) Found" status, you will be contacted by GSEP to review the clearance which may result in restrictions applied to your volunteerism or rejection of volunteerism with GSEP

### Additional Background Clearance Requirements (does not pertain to applicants who have lived in the state of PA for the past 10 consecutive years)

4. *Federal Criminal History Record Information*
  - a. Please review the *FBI Clearance instruction* sheet in this packet for instructions on how to complete this clearance.

After you have received your PA State Police Criminal Background Check Clearance Certificate, your Child Abuse Clearance Certificate, and your FBI Report (if required due to your residency), you must submit to GSEP by clicking the link below:

[Submit clearances to GSEP here](#)



## GSEP Disclosure Affidavit Online Form Submission Instructions

As of July 2018, GSEP has moved to an online form submission to replace the previous GSEP Disclosure Form. The [GSEP Disclosure Affidavit PA Act 153 Compliance Form](#) must be completed and submitted directly to GSEP.

The main purpose of the form is to establish a volunteer's residency in the state of PA. Your response will determine if you are required to complete an FBI CBC Clearance (in compliance with PA State Law 153). *Volunteers who have not lived in PA for the past 10 consecutive years MUST complete an FBI CBC Clearance.*

You will be asked to select whether:

- A. You HAVE lived in PA for the past 10 consecutive years. (Statement A)
- OR**
- B. You HAVE NOT lived in PA for the past 10 consecutive years. (Statement B)

*\*\*You will be asked to confirm your choice*

In addition to establishing your PA residency, the Disclosure Affidavit form also outlines the responsibilities of the volunteer regarding the timeline for obtaining CBC Clearances, what to do in the event there are any new charges brought against a volunteer after CBC Clearances have been submitted, and what specific charges may automatically cause a volunteer application to be denied.

After each section of the Disclosure Affidavit, you will be asked to signify that you have read and understand the information. You **MUST** check that you understand the information in order to complete and submit the form.

Finally, your form **MUST** be electronically signed by typing your full name and completing the other information before hitting the submit button.

**Any incomplete forms will not be accepted.**

If you have any questions regarding the Disclosure Affidavit, please email [memberservices@gsep.org](mailto:memberservices@gsep.org). In your subject line, type "*CBC Disclosure*" to ensure your question is routed to the correct staff.



## PA Child Abuse Clearance Online Application Instructions

As part of the volunteer enrollment process, GSEP requires all volunteers to complete a Pennsylvania Child Abuse Clearance. The Pennsylvania Department of Human Services requires that you fill out the clearance online.

In order to complete the process, follow the instructions below:

1. Visit the site <https://www.compass.state.pa.us/cwis/public/home>.
2. **Click “Create Individual Account.”** A *General Information* page will appear. **Click “Next”** in the bottom right hand corner.
3. **Create a “Keystone ID.”** Enter your personal information and answer the security questions. **Click “Finish.”** You will see a message that says to check your e-mail for a temporary password.
4. You will then receive two e-mails. One e-mail will provide you with a temporary password. (You need to use this temporary password the first time you sign in. Once signed in, you will be required to create a personal password for future use.) The 2nd e-mail gives you your user ID.
5. Log back into <https://www.compass.state.pa.us/cwis/public/home>. This time you will **choose “Individual Login”** instead of “Create Individual Account.” **Choose “Access My Clearances.”** **Click “Continue”** in the bottom right-hand corner. Use the temporary password and ID you were provided to login. You will now be prompted to change your password to one of your own choosing (Please make sure to follow the password character requirements). Enter your password and **click “Submit.”** You will then see a “*Congratulations*” screen.
6. Please **click the “Close Window button”** and it will bring you back to the login screen. Use the password you created and the user ID. Read and accept the *Terms and Conditions* and **click “Continue”** on the bottom right hand side of the next page.

7. On the next screen, **choose “Create Clearance Application.”**
8. For the *Application Purpose*, choose **“Volunteer Having Contact with Children”**. In the drop down menu choose **“Other”** for *Volunteer Category* and type **Girl Scouts of Eastern PA** for *Agency Name*. **Click “Next”**.
9. Follow the prompts and be sure to include your social security number, **all addresses** you have lived at since 1975, and list **everyone** who has lived with you at any time since 1975 to present. **Click “Next”**.
10. Review the *Application Summary*. **Click “Next”**.
11. Provide your e-signature.
12. The *Application Payment* screen will ask if you have an organizational volunteer code, **select “No”**. **Click “Submit Application”**.
13. The next screen will say, “Success.” You can now log out.
14. You will receive an e-mail informing you that your application has been submitted. It may take up to 14 days to receive an e-mail notification of the outcome; however, many results have come back within the same day.
15. After you have received your *Child Abuse Clearance Certificate of Completion*, you must submit a copy to GSEP by clicking the link below:

[Submit clearances to GSEP here](#)

**Reminder: When submitting documents to GSEP, you must submit all required documents together at one time.**

If you have any questions regarding the clearance, please contact ChildLine at 1-877-371-5422.



## PA State Police Criminal Background Check Online Application Instructions

As part of the volunteer enrollment process, GSEP requires all volunteers to complete a PA State Police Criminal Background Check. The Pennsylvania Department of Human Services requires that you complete this information online.

In order to complete this process, follow the instructions below:

1. Visit the site <https://epatch.state.pa.us/Home.jsp>.
2. Click **"New Record Check (Volunteers Only)"**. A *Terms and Conditions* page will appear. Click **"accept"** at the bottom of the page.
3. Complete the requested information and click **"Next."**
4. Review the personal information you have entered and click **"Proceed."**
5. Enter your information and any aliases (including maiden name) on the *Record Check Request Form*. Click **"Enter this Request."**
6. An option for a second request form will appear. At the bottom of the page click **"Finished."**
7. Review the personal information you have entered and click **"Submit."**
8. A *"Record Check Request Results"* page will appear.
  - a. If your status is "No Record," click the **Control # that starts with "R" or "M."** A *"Record Check Details"* page will appear. **Nothing will be mailed to you!** To view/print the certification form for this request, **click on the Certification Form hyperlink.** **\*\*\*NOTICE: THE CERTIFICATION FORM SHOULD BE PRINTED OR SAVED.\*\*\***
  - b. If your status is "Request Under Review," please note it will take from **2-4 weeks** for the status to be updated to "No Record" or "Record." **"No Record" status should be printed out at your printer. "Record" status will be mailed to you.**

9. After you have saved/printed/received your final clearance from the PA State Police, you must submit a copy to GSEP by clicking the link below:

[Submit clearances to GSEP here](#)

**Reminder: when submitting documents to GSEP, you must submit all required documents together at one time.**

If you have questions about the Pennsylvania State Police Request for Criminal Record Checks form (SP4 164), please call: (717) 783-9973 or toll free 1-888-783-7972.





## Federal Criminal History Record Information FBI Report Online Registration Instructions

*If you've lived outside PA anytime in the past 10 years, you'll also need to complete an FBI Criminal Background Check. You **do not** need to complete this step if you've **only** lived in Pennsylvania for the past 10 years.*

*Read both options prior to selecting one to complete.*

***Important – Please Read: If you go through the Department of Education (option 2), you must download and save results to your computer for a copy the first time you click on the link. You will NOT receive a copy in the mail and the link is only valid this one time.***

1. *I will only be using the FBI check for volunteering with Girl Scouts. (School districts will not accept FBI checks from the Department of Human Services)*
  - [Pre-enroll for your appointment](#) online using service code: **1KG6ZJ** for the Department of Human Services and select “GO”.
  - Next, select “Schedule or Manage Appointment” to complete the registration steps.
  - Payment of \$21.35 (reduced rate for volunteers only) is due at the site of your appointment. A copy of your results will be mailed to you.
  
2. *I would like to use the FBI check for volunteering with Girl Scouts and within a school district.*
  - [Pre-enroll for your appointment](#) online using service code: **1KG6Y3** for the PA Department of Education and select “GO”.
  - Next, select “Schedule or Manage Appointment to complete the registration steps.
  - Payment of \$21.35 (reduced rate for volunteers only) is due at the site of your appointment. Results will not be mailed to you.
  - ***Per PA Department of Education policy for receiving a copy of your results: You must click the link in the results email and download and save your results to your computer. You only have ONE chance to click the link and download and save your results.***

**Note:** Girl Scouts will accept the “unofficial copy” of your results.

1. **Submitting** - After you have received your final report from the FBI, you must submit a copy to GSEP by clicking the link below:

[Submit clearances to GSEP here](#)

**If you have any questions regarding the clearance, please visit**

[https://www.identogo.com/uploads/general/PA\\_FAOs11202017.pdf](https://www.identogo.com/uploads/general/PA_FAOs11202017.pdf)



## Criminal Background Clearance Process Frequently Asked Questions

- Where do I submit my clearance documents?  
You may submit your clearance documents via one of the following.  
Please note: Digital submissions to GSEP will result in the quickest processing time.
  - **GSEP digital submissions:**  
[Submit clearances to GSEP here](#)
  - **Fax (Valley Forge Service Center):**  
610-935-8167
  - **Mail (Valley Forge Service Center):**  
CBC Info  
**100 Juliette Low Way**  
**PO Box 814**  
**Valley Forge, PA 19482**
- How long does it take for the member Services Department to review my clearance documents?
  - Review of clearance documents will take 7 – 10 business days from the date of each submission. You will receive a follow up email requesting the remaining documents or confirmation of completion. For the quickest turn-around time, ensure your documents are correct and complete the first time.
- Who needs clearances?
  - Beginning July 1, 2015, any adult volunteer, parent, or adult member who assists with troop meetings or activities, attends campouts/camporees, transports or supervises girls, or handles money must complete the Criminal Background Clearance process.
- What documents are not acceptable by GSEP under the new amendment to the child protection law?
  - Any screen shots associated with clearances.
  - Any providers other than PA State Police, Child Line, and FBI.
  - Any other documents besides the official *PA State Police Criminal Background Check, Child Line Child Abuse Clearance, and Criminal History Record Information FBI Report*.
- Are photographs of my clearances acceptable?
  - Clear, legible, photographs of CBC documents will be accepted as long as they meet the following criteria:
    - i. The entire document must be visible in one photograph. We will not accept cut-off photographs.

- ii. All text on the document must be legible.
  - iii. Nothing else (hands, fingers, faces, or cats!) should be visible in the photograph.
- When photographing your document, please consider the following:
  - i. Take your photograph on a flat surface.
  - ii. The document should not be folded or crumpled.
  - iii. All four corners of the document should be visible.
  - iv. Be careful of shadows.
- **Please note: we reserve the right to reject any photographs that we deem illegible or photographs that appear to have been edited to alter the content of the document.**
- What if my school has the copies of my clearances?
  - It is your responsibility to obtain copies of your clearances to provide to GSEP.
- How can I retrieve the official copy of the PA State Police Criminal History Clearance (Record Check Certification)?
  1. <https://epatch.state.pa.us/>
  2. Click 'Check the status of a Record Check'
  3. Type in your information
  4. Click the Control # hyperlink
  5. Click **Certification Form** and save as a PDF
- What if I did not save/print my clearance and can no longer access my PA State Police Criminal Background Check?
  - It is your responsibility to save and print your form. If you fail to do so, you must complete the instructions listed above (7.) to retrieve it.
- If one volunteer present at a Girl Scout meeting/activity/event holds required passing clearances, do any other volunteers in attendance require them as well?
  - ALL volunteers are required to possess the following: *PA State Police Criminal Background Check, Child Line Child Abuse Clearance, and Criminal History Record Information FBI Report.*
- If I am a parent/guardian only attending an event or program, do I need to complete the required clearances?
  - If you are a volunteer (**no matter what role**) and you are responsible for the welfare of the girls and/or handling funds, you are required by Pennsylvania state law to be cleared.
  - If you are in attendance **ONLY** and have no responsibility for the welfare of the girls, you are not required to complete the clearances.
    - i. Example: I am a parent attending my daughter's Girl Scout Investiture Ceremony; do I need to complete the required clearances?
    - ii. Answer: No. **However, GSEP strongly encourages all parents/guardians to be cleared for the safety of our girls.**
- I am an 18 year old Girl Scout, do I need to complete the required clearances?

- If you are 18 years of age or older and acting in a volunteer role and you are held responsible for the welfare of a child or having direct contact with children, you will need clearances.
- If you are 18 years of age and participating as a registered girl member, you do not need the clearances.
- Are volunteers of GSEP required to have the Mandated Report Training?
  - As of July 1, 2016, volunteers are not required to complete Mandated Reporter Training. As always, if you witness or suspect child abuse or neglect, follow GSEP's guidelines for reporting your concerns to the proper agency. For more information regarding reporting abuse, consult [Volunteer Essentials](#). If you have any questions, email us at [training@gsep.org](mailto:training@gsep.org).

Still have questions? Check out the Frequently Asked Questions with answers provided by the Pennsylvania Department of Human Services at [http://keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/C\\_135249.pdf](http://keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/C_135249.pdf)

**Have any question to add to the GSEP FAQ's? Email us at [memberservices@gsep.org](mailto:memberservices@gsep.org)**



## Who to Contact

If you have questions as you navigate through the criminal background clearance process, we are here to help. First, be sure to read through all of the information in this packet.

Still have questions?

✉ Email us at [memberservices@gsep.org](mailto:memberservices@gsep.org) with the subject line: *CBC Inquiry*

☎ Call us at (215) 564-2030

🌐 Visit us at [www.gsep.org](http://www.gsep.org)