

Carbondale Area Elementary

Clearance Requirements for all Volunteers & Chaperones

What Clearances are required?

All volunteers must provide the following clearances as listed below. Clearances must have been obtained within one (1) year of the date at which they are submitted to be considered current.

- Report of criminal history from the Pennsylvania State Police (PSP); and Child Abuse History Clearance from the Department of Human Services (Child Abuse).
- Additionally, a fingerprint based federal criminal history (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.
- Volunteers who are not required to obtain the FBI Clearance if they have been a continuous resident of Pennsylvania for the past 10 years. Instead, they must swear or affirm in writing that they are not disqualified from service based upon a conviction of an offense under §6344.

What fees are associated with clearances?

- The fees for the child abuse clearance and the state police criminal background check is **waived for volunteers**.
- The FBI clearance is \$27.50.

Where can I get my clearances?

- The Child Abuse, PSP and FBI clearances can all be applied and paid for electronically. The FBI clearance also requires a fingerprint submission. All necessary instructions and links to apply for these clearances can be found at <https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/default.aspx>
- Clearances are active for 60 months (5 years)

