



### **Attention all Prospective KAU Managers, Coaches and Volunteers:**

In 2015, The State of Pennsylvania enacted a new law to enhance the safety and protection of the youth in our state. In particular, the law requires additional background checks on adult volunteers at schools and other organizations, including KAU Little League.

In summary, all adult volunteers must now obtain additional clearances from: 1) the PA State Police, and 2) the PA Department of Human Services. Additionally, volunteers that have resided in PA continuously for the last 10 years must also complete a "Background Check Signature Form" which affirms their 10 year PA residency, and also affirms that they have not been convicted of certain crimes as outlined on the form.

However, if a volunteer has not resided in PA for the last 10 years, then a fingerprint based FBI criminal history clearance submitted through the Department of Human Services is required (cost of @\$28 to the volunteer). The fingerprinting process is further described in #5 below.

The good news is that the 1) Little League Volunteer Form/Background Check, 2) the PA State Police background check, and 3) the PA Department of Human Services background checks are all **free to the volunteer**. They are obtained directly by the volunteer by visiting their respective web sites (shown below), and completing an online process. Furthermore, they are good for 5 years, and are transferable/usable by multiple organizations and schools. Many of you have already obtained these clearances for use at other sport clubs, scouts, and other organizations and schools. If you already have these clearances, then please forward a copy to me.

### **KAU Little League now requires ALL the following background checks and forms:**

1. **2016 Little League Volunteer Form.** This little league form (attached) is still required on an annual basis. Please complete and sign this form, making sure to include social security number, date of birth, and copy of driver's license. This is not new, and is required annually.
2. **NEW & FREE - Criminal History Clearance from the PA State Police:** This is obtained by the volunteer going directly to <https://epatch.state.pa.us> and completing the application. It takes a few minutes to complete the form, and another few minutes to actually run the background check. Typically, the clearance certificate is generated almost immediately and can be printed within minutes right from the web site. KAU requires a copy of this certificate. It will be kept in your volunteer file and is good for 5 years. If you already have this clearance certificate, please provide a copy to me. The site may initially indicate that there is an \$8.00 charge. However, that fee will go away once you click through and identify yourself as a volunteer. The fee only applies to certain paid positions and does not apply to volunteers.
3. **NEW & FREE - PA Department of Human Services Clearance:** This is obtained by the volunteer going directly to <https://www.compass.state.pa.us/cwis/public/home> and completing the online application form. It takes a few minutes to complete the form. However, the results may take up to 2 weeks to be completed (usually less than 7 days). Once "approved", you will be notified by them via email, and the clearance certificate can be accessed and printed from their web site at that time. You will also have the option of having a hard copy of the clearance certificate mailed to you. KAU requires a copy of this certificate. It will be kept in your volunteer file and is good for 5 years. If you already have this certificate, please provide a copy to me. The site may initially indicate that there is an \$8.00

charge. However, that fee will go away once you click through and identify yourself as a volunteer. The fee only applies to certain paid positions and does not apply to volunteers.

4. **NEW & FREE - Background Check Signature Form:** This form is attached. However, if you have **not** resided in PA for the last 10 years, then the FBI fingerprint based background check is required (see #5 below)
  
5. **FBI FINGERPRINT BASED BACKGROUND CHECK SUBMITTED THRU THE PA DEPARTMENT OF HUMAN SERVICES (@\$28.00):** This process is required for all volunteers who have **not** resided in PA continuously for the last 10 years. This process involves 2 steps: 1) registering and paying online at [https://www.pa.cogentid.com/index\\_dpwnNew.htm](https://www.pa.cogentid.com/index_dpwnNew.htm), and then, 2) physically getting your fingerprints taken at an authorized provider location. KAU is currently seeking to bring an authorized provider to one or more of our membership meetings to help facilitate this process. However, you must **first** register & pay online, and obtain your authorized code **before** the authorized fingerprint location can actually take the fingerprints. Once this process is completed, it results in a clearance letter being mailed to you directly. KAU requires a copy of this letter. This two step process will take several weeks to complete.

Thank you for your understanding and cooperation regarding the new background checks required to be a volunteer with KAU Little League, and with other organizations in PA as well.

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