



DTU Youth Volunteer Clearance Instructions

Thank you for taking time to complete the forms to obtain the necessary clearances to work with youth at DTU activities. Your work teaching young men and women Trout Unlimited's conservation mission and the art of fly fishing is very important and much appreciated.

Due to the Pa. Child Protective Services Law, anyone volunteering to help with any of DTU's youth activities will be required to have current PA State Police Criminal Record Check and PA Child Abuse History Clearance records on file with DTU's Secretary. If you have lived outside the state of Pa. in the last 10 years, you will also be required to obtain FBI fingerprint clearance. The Secretary will keep a current list of the volunteers with clearances for Chapter leaders and will notify the volunteer when it is time for them to renew their clearances (every 5 years). DTU has until **July 1, 2016** to acquire these clearances because we were not previously under such regulations governing our youth activities.

Your board wants to make it as easy as possible for you to get your clearances with **no cost to you**. The state clearances are free for volunteers. Each clearance form can be submitted electronically. All forms can be found at www.dhs.pa.gov. Under the TOP ISSUES column, select Keep Kids Safe



From the left hand column on the new page, select CLEARANCES.



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At the bottom of this page there is a link to all three clearance forms.

For more information about the electronic submission of child abuse clearances or for information on obtaining the Pennsylvania State Police Criminal Record Check or Federal Bureau of Investigation Criminal Background Check, please go to: <http://www.dhs.pa.gov/publications/findaform/childabusehistoryclearanceforms/index.htm>.

This leads you to a page titled CERTIFICATIONS. In the middle of this page are all three portals for the required clearances.

- A Child Abuse Clearance can be obtained through the [Child Welfare Portal](#).
- A Pennsylvania State Police Request for Criminal History Check can be obtained [here](#).
- A FBI Fingerprint Criminal History Clearance is obtained by registering on the [Cogent, Inc. website](#).

For the Child Abuse History Clearance, you want to create an Individual Account. You will be asked to set up a user name and password on the Keystone Key page. For Volunteer Category use "OTHER" and fill in the name of our organization – Donegal Chapter of Trout Unlimited.

For the State Police Criminal Record Check you need to click on "Submit a New Record Check" then follow the instructions.

There is also a connection for FBI finger printing if you require this clearance. The fee for this is \$27.50 through the Dept. Of Human Services.

If you do not have access to the internet, we will download the forms for you to complete and post.

After several days, your records will be e-mailed back to you. Save the e-mails for your file then send copies to our Secretary at henrywt@hotmail.com. If you mailed your forms, your records will be mailed to you. Make copies of the reports and keep the originals at home. Bring copies of all records and any payment receipts to a meeting. A copy of BOTH your State Police record and Child Abuse record must be given to Bill Henry, our Secretary. Please provide Bill with a copy of the electronic receipt for any credit card charge at the time you request reimbursement. That's it!

If you have any questions, please e-mail your questions to joy.mcmaster@donegaltu.org. Thank you again for volunteering to work with DTU's youth activities.