



1425 Mountain Drive N, Bethlehem, PA 18015 • info@bloomforwomen.org • 610.866.5755 • BloomForWomen.org

Board of Directors, Staff, Volunteers, Interns

OBTAINING CLEARANCES

We are committed to keeping ALL safe.

Effective July 25, 2015, the PA Child Abuse Clearance and the PA Criminal History Record Check will be **free to VOLUNTEERS once every 5 years**. If you are applying to be Bloom for Women PAID STAFF, you will incur a small fee.

1. PA Child Abuse History Clearance (Department of Public Welfare)

Go to <https://www.compass.state.pa.us/cwis> to create an individual account and apply for the clearance.

The request is free to volunteers - be sure to check the box for volunteers.

→ **Once your clearance comes to you in the mail, please bring us a copy for our files.**

2. Pennsylvania State Police Criminal History Record Check

Go to <https://epatch.state.pa.us/Home.jsp> to apply for the clearance.

The request is free to volunteers - be sure to check the box for volunteers.

If the response is "Request Under Review" or "Pending" you must periodically check back with the website until your request is processed. *If a record exists, it will be mailed to you.*

If the results are "No Record" you will receive your criminal record check within a few minutes.

→ **Print a copy of your clearance *with the state seal watermark* and bring us a copy for our files.**

(Control # - "Certification Form" - Print)

3. Necessary ONLY IF you lived outside of the Commonwealth of Pennsylvania in the last 10 years.

Federal Bureau of Investigation Criminal Background Check

IDEMIA is Pennsylvania's new vendor for digital fingerprinting. All volunteers **must** pre-register prior to going to the Fingerprint Center via the Identogo website at <https://uenroll.identogo.com/> (24/7) or call 1-844-321-2101 (M-F, 8am-6pm).

When registering online you may search for your closest location. Please note, scheduling an appointment may lead to less or no wait times.

You must provide proof of identity upon arrival at the Fingerprint Center such as a state-issued driver's license, state ID card, passport, etc. **Once your fingerprints are taken, you will be issued a receipt that will have your Universal Enrollment ID (UEID). This is the number you must provide to Bloom for Women in order for us to access your FBI clearance on-line.** *All volunteers will receive an unofficial paper copy of the report at no cost to the volunteer.* For any questions, please call Identogo Customer Care 1.844.321.2101.

→ **Please provide us with your UEID number.**

! CLEARANCES MUST BE UPDATED EVERY FIVE (5) YEARS

! Individuals who reside in another state or country may NOT serve as a volunteer until they provide clearances from their state or country of residence.

! If at any given time a volunteer or staff member is arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity, or service, or is named as a perpetrator in a founded or indicated report, the volunteer or staff member must provide the administrator or their designee with written notice not later than 72 hours after the arrest, conviction, or notification that the person has been listed as a perpetrator in the statewide database.

The ARREST/CONVICTION & CERTIFICATION FORM (PDE-6004) is found online. **A copy of reportable offenses is included on pg. 2 of this document for your review.**

A volunteer or staff member who willfully fails to disclose information as required above commits a misdemeanor of the third degree and shall be subject to discipline up to and including denial of a volunteer position or termination.

ARREST/CONVICTION REPORT AND CERTIFICATION FORM (under Act 24 of 2011 and Act 82 of 2012) PDE-6004 03/01/2016

FYI, from pg. 3 of form, LIST OF REPORTABLE OFFENSES:

A reportable offense enumerated under 24 P.S. §1-111(e) consists of any of the following:

(1) An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:

| | |
|---|---|
| <ul style="list-style-type: none"> • Chapter 25 (relating to criminal homicide) • Section 2702 (relating to aggravated assault) • Section 2709.1 (relating to stalking) • Section 2901 (relating to kidnapping) • Section 2902 (relating to unlawful restraint) • Section 2910 (relating to luring a child into a motor vehicle or structure) • Section 3121 (relating to rape) • Section 3122.1 (relating to statutory sexual assault) • Section 3123 (relating to involuntary deviate sexual intercourse) • Section 3124.1 (relating to sexual assault) • Section 3124.2 (relating to institutional sexual assault) • Section 3125 (relating to aggravated indecent assault) • Section 3126 (relating to indecent assault) • Section 3127 (relating to indecent exposure) • Section 3129 (relating to sexual intercourse with animal) • Section 4302 (relating to incest) • Section 4303 (relating to concealing death of child) | <ul style="list-style-type: none"> • Section 4304 (relating to endangering welfare of children) • Section 4305 (relating to dealing in infant children) • A felony offense under section 5902(b) (relating to prostitution and related offenses) • Section 5903(c) or (d) (relating to obscene and other sexual materials and performances) • Section 6301(a)(1) (relating to corruption of minors) • Section 6312 (relating to sexual abuse of children) • Section 6318 (relating to unlawful contact with minor) • Section 6319 (relating to solicitation of minors to traffic drugs) • Section 6320 (relating to sexual exploitation of children) |
|---|---|

(2) An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as “The Controlled Substance, Drug, Device and Cosmetic Act.”

(3) An offense SIMILAR IN NATURE to those crimes listed above in clauses (1) and (2) under the laws or former laws of:

- the United States; or
- one of its territories or possessions; or
- another state; or
- the District of Columbia; or
- the Commonwealth of Puerto Rico; or
- a foreign nation; or
- under a former law of this Commonwealth.

A reportable offense enumerated under 24 P.S. §1-111(f.1) consists of any of the following:

(1) An offense graded as a felony offense of the first, second or third degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (10) ten years has elapsed from the date of expiration of the sentence for the offense.

(2) An offense graded as a misdemeanor of the first degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (5) five years has elapsed from the date of expiration of the sentence for the offense.

(3) An offense under 75 Pa.C.S. § 3802(a), (b), (c) or (d) (relating to driving under influence of alcohol or controlled substance) graded as a misdemeanor of the first degree under 75 Pa.C.S. §3803 (relating to grading), if the person has been previously convicted of such an offense and less than (3) three years has elapsed from the date of expiration of the sentence for the most recent offense.