

## **Volunteers:**

### ❖ **Act 34 – Criminal:**

You can either apply directly online or obtain the application form online at <https://epatch.state.pa.us>. If not applying directly online, the form can still be obtained on that site under the “help tab” - “SP4-164A” for volunteers. If applying on line, please make sure you click on *Certification* form at the end for the actual results and print 2 copies (1 for yourself and 1 for the District) – the Patch system will only provide one opportunity to obtain and print the results. *(Tip: Once the Search Results table appears, click on Control Number, and record check details page is opened. Click on the Certification Page to access the clearance results and print.)* 1-888-783-7972.

### ❖ **Act 151 – Child Abuse:**

Applications can be found online at [www.dhs.state.pa.us](http://www.dhs.state.pa.us) – Form #CY113 - under “find a form” – 113. Or you can apply directly online at <https://www.compass.state.pa.us/CWIS>. 1-877-371-5422 (print 1 copy for yourself and 1 for the district)

❖ Also, you need to complete a **PDE-6004 form**

❖ Also, complete and submit **certificate for Act 126 mandated training** (child abuse recognition), which you can do online for free

❖ **Volunteers can opt to do affidavit instead of fingerprinting if they have lived in PA for 10 years and have not committed any of the crimes listed in the CPSL, but listed below are instructions for fingerprinting if you are not doing the affidavit.**

**Act 114 – FBI Fingerprinting (if not doing affidavit):** *(Volunteers: Instructions below are for fingerprinting, but as previously mentioned, rather than fingerprint, you can opt to complete the affidavit and have it notarized if you have lived in PA for 10 consecutive years and have not committed any of the crimes listed in the CPSL) (The affidavit can be found on the District website)*

For fingerprinting, instructions can be found at [www.pa.cogentid.com](http://www.pa.cogentid.com). Also, you can either register online at that same website - [www.pa.cogentid.com](http://www.pa.cogentid.com) or by calling 1-888-439-2486. When registering, make sure it is for the Department of Education option.

The Act 114 (FBI) Clearance is a multiple step process.

- It first requires you to register with Cogent Systems – as mentioned, either online at [www.pa.cogentid.com](http://www.pa.cogentid.com) or by phone (1-888-439-2486). When registering, make sure you choose the Dept. of Education – PDE option. Also, make sure you check that you give permission for the School District to obtain your results.
- Cogent will then assign a Registration ID Number to you that will begin with the letters “PAE.” This ID # is important and you should keep track of this number as you will need this when you go to the fingerprinting site and also to provide the number to the School District. Once you have been fingerprinted, please provide this PAE # to Northgate School District by either calling 412-732-3300, ext. 2110 or via e-mail at [admin114@northgate.k12.pa.us](mailto:admin114@northgate.k12.pa.us)
- Fingerprinting sites can be found on the Cogent website mentioned above, along with instructions.

Please be aware that the official fingerprinting results only stay on the Cogent system for one year exactly from the date you got fingerprinted; therefore, make sure you submit the PAE # to the School District as soon as possible.

Please also fill out a volunteer cover sheet (make sure you keep 1 copy of documents for yourself also)