



## **Required Clearances**

The following clearances must be obtained by volunteers living in PA for less than 10 years:

- **Pennsylvania State Police Clearance** (*Criminal Background Check*)
- **Pennsylvania Child Abuse History Clearance** (*through the Department of Human Services*)
- **Federal Bureau of Investigation Fingerprinting Clearance**

The following clearances must be obtained by volunteers living in PA continuously for 10 years:

- **Pennsylvania State Police Clearance** (*Criminal Background Check*)
- **Pennsylvania Child Abuse History Clearance** (*through the Department of Human Services*)
- **A signed Disclosure Statement Application for Volunteers**

In summary every volunteer must submit either the Disclosure Statement **OR** the FBI Fingerprint Clearance in addition to **BOTH** the PA State Police Criminal Record Check and PA Department of Public Welfare Child Abuse Clearance Check.

Every volunteer is responsible for keeping their own copy of the submitted clearances. DCP Theatre cannot provide copies in the future.

## **Obtaining Required Background Checks Electronically**

1. **Pennsylvania State Police Clearance** (Criminal Record Check):
  - Can be obtained at no cost online at <https://epatch.state.pa.us/Home.jsp> with results available within a few minutes. Certificate to be submitted to Confidential Coordinator.
2. **Pennsylvania Child Abuse History Clearance from the Department of Human Services:**
  - Can be obtained at no cost online at <https://www.compass.state.pa.us/CWIS>. Certificate to be submitted to Confidential Coordinator.

3. **For Volunteers who have PA State Residence for less than 10 years - Federal Bureau of Investigation Fingerprint Clearance:**
  - Go to <http://www.pa.cogentid.com> to schedule an appointment and pay for the background check. The code is 1KG6ZJ. Volunteers must click on the Department of Human Services icon to be directed to the proper location. The Agency ID number is not a required field, please skip over that.
  - The cost of the fingerprinting process is \$22.60. This is at the expense of the volunteer.
  - DCP only needs a copy of the official clearance.
  
4. **For Volunteers who have PA State Residence continually for 10 or more years:**
  - Download, print, sign, and submit the below Disclosure Statement.  
[10+ Year PA Resident Disclosure Statement](#)
  
5. **Submitting Clearances to DCP**

There are three ways to submit your clearances:

1. Email To:  
[confidential@dcptheatre.com](mailto:confidential@dcptheatre.com)
  
2. Mail Paper Copies To:  
Candi Remphrey  
Confidential Coordinator  
DCP Theatre  
PO Box 194  
Red Hill, PA 18076
  
3. DCP Mailbox:  
Leave paper copies in a sealed envelope in the Confidential Coordinator mail box at DCP.

### **Step By Step:**

Use the below documents for additional help in the clearance process.

[Pennsylvania State Police Clearance](#) *(Criminal Background Check)*

[Pennsylvania Child Abuse History Clearance](#) *(through the Department of Human Services)*