

## **INSTRUCTIONS FOR APPLYING FOR REQUIRED BACKGROUND CHECKS:**

### **UNPAID VOLUNTEERS**

Any individual seeking to volunteer with the City of Bethlehem in a position which requires contact with children is required to obtain the following three (3) background checks: Criminal History Record Information, Child Abuse Clearance, and Federal Criminal History Record Information. Please see below for instructions on how to obtain each background check. *Please note that you must submit background clearances to the Human Resources Office prior to volunteering and will be required to provide updated background checks every thirty-six (36) months.*

1. Criminal History Record Information obtained from the PA State Police
  - a. To obtain this background you must:
    - i. **Submit a Record Check** by visiting the following website: <https://epatch.state.pa.us/Home.jsp> and clicking on “Submit a New Record Check”. This requires a credit card for payment. The fee is \$10.00.
    - ii. **Submit Criminal History Record Information** to the City of Bethlehem Human Resources Bureau, 10 E Church St, Bethlehem PA, 18018.
2. Child Abuse Clearance obtained through the PA Department of Public Welfare
  - a. To obtain this background you must:
    - i. **Apply** by visiting the following website and clicking on “Create A New Account” <https://www.compass.state.pa.us/cwis/public/home> and paying the \$10.00 fee OR by visiting the following website to fill out, print and mail the “Pennsylvania Child Abuse History Clearance” form along with a \$10.00 money order payable to the DEPARTMENT OF PUBLIC WELFARE.
    - ii. **Submit Child Abuse Clearance** to the City of Bethlehem Human Resources Bureau, 10 E Church St, Bethlehem PA, 18018.
3. Federal Criminal History Record Information obtained by submitting a full set of fingerprints to the PA State Police or its authorized agent for submission to the Federal Bureau of Investigation. *Please note that an exception exists for unpaid volunteers for this background check. This background check can be waived for an unpaid volunteer if you have been a resident of the Commonwealth of Pennsylvania during the entirety of the past ten (10) year period and you swear or affirm in writing (using the XXXXX Form) that you have not been convicted of any crime under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.*
  - a. To obtain this background you must:

- i. **Register** (either online by visiting the following site and clicking on “Register Online” [https://www.pa.cogentid.com/index\\_dpwNew.htm](https://www.pa.cogentid.com/index_dpwNew.htm) or by phone at 1-888-439-2486).
- ii. **Pay fee of \$25.75.** Payment can be made online at time of registration using a debit or credit card. Payment may also be made with a Money Order or Cashier’s Check at the finger print site. Money Orders and Cashier’s Checks must be made payable to 3M COGENT. No cash, personal checks, or electronic payments for background checks will be accepted at the fingerprint sites.
- iii. **Get fingerprinted.** Fingerprinting can be done by visiting The UPS Store 4803, 1866 Leithsville Rd, Hellertown, PA 18055 OR The UPS Store 2756, 3440 Lehigh St, Allentown, PA 18103. Please visit the following website and click on “What to Bring” for a list of what to bring to the fingerprinting site: [https://www.pa.cogentid.com/index\\_dpwNew.htm](https://www.pa.cogentid.com/index_dpwNew.htm)
- iv. **Submit Federal Criminal History Record Information** to the City of Bethlehem Human Resources Bureau, 10 E Church St, Bethlehem PA, 18018.

Please contact Human Resources at 610-865-7015 if you have any questions regarding this process. Thank you.