



Required Background Checks Overview

All volunteers must complete a volunteer application and comply with Pennsylvania state requirements for working for children.

All prospective volunteers must obtain the following certifications:

- Report of criminal history from the Pennsylvania State Police (PSP); and
- Child Abuse History certification from the Department of Human Services(Child Abuse).

Additionally, a fingerprint based federal criminal history (FBI) submitted through the Pennsylvania State Police or its authorized agent is NOT required as long as:

- The position the volunteer is applying for is an unpaid position; AND
- The volunteer has been a resident of the Commonwealth of Pennsylvania for the entirety of the previous 10 years.

Volunteers who are not required to obtain the FBI certification because they are applying for an unpaid position and have been a continuous resident of Pennsylvania for the past 10 years must swear or affirm in writing that they are not disqualified from service based upon a conviction of an offense under §6344.

All volunteers will be required to obtain/update certifications every 60 months, at the expense of the volunteer.

- The PSP criminal history certification costs \$0
- The Child Abuse certification costs \$0
- The FBI federal criminal history certification costs \$25.75 through Department of Human Services

Any person who obtained their certifications within the previous 60 months may serve in a volunteer capacity for any program, activity or service, if they have given a copy to Brookline Teen Outreach Staff.

Information on how to obtain required clearances can be found at:

http://www.dhs.pa.gov/publications/findaform/childabusehistoryclearanceforms/index.htm#.Vpt_IPkrjdh

Any volunteer can be rejected or terminated based on an unacceptable background check, i.e., if a volunteer has a criminal record that could negatively impact students or their ability to perform their volunteer duties, they will not be allowed to volunteer at Brookline Teen Outreach Center.