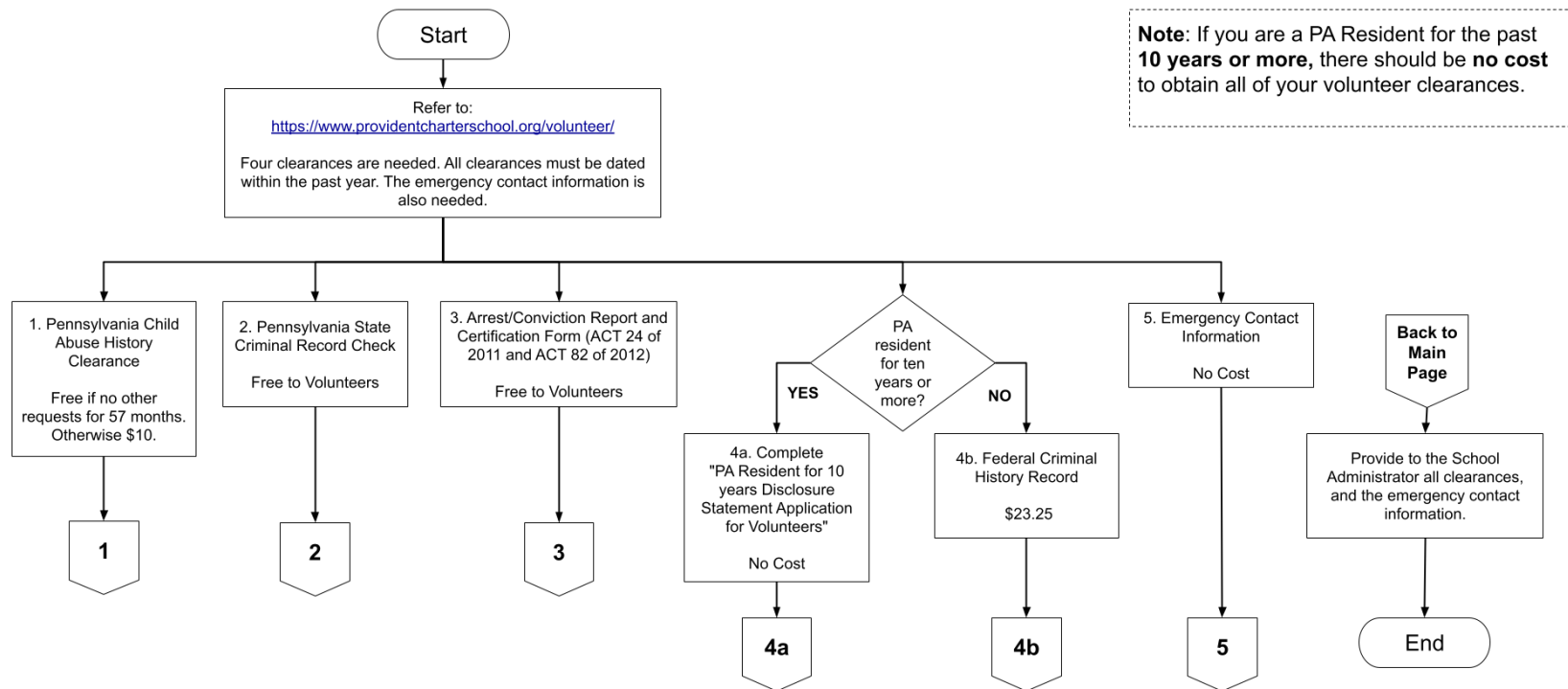


## Guide for new PCS Volunteers



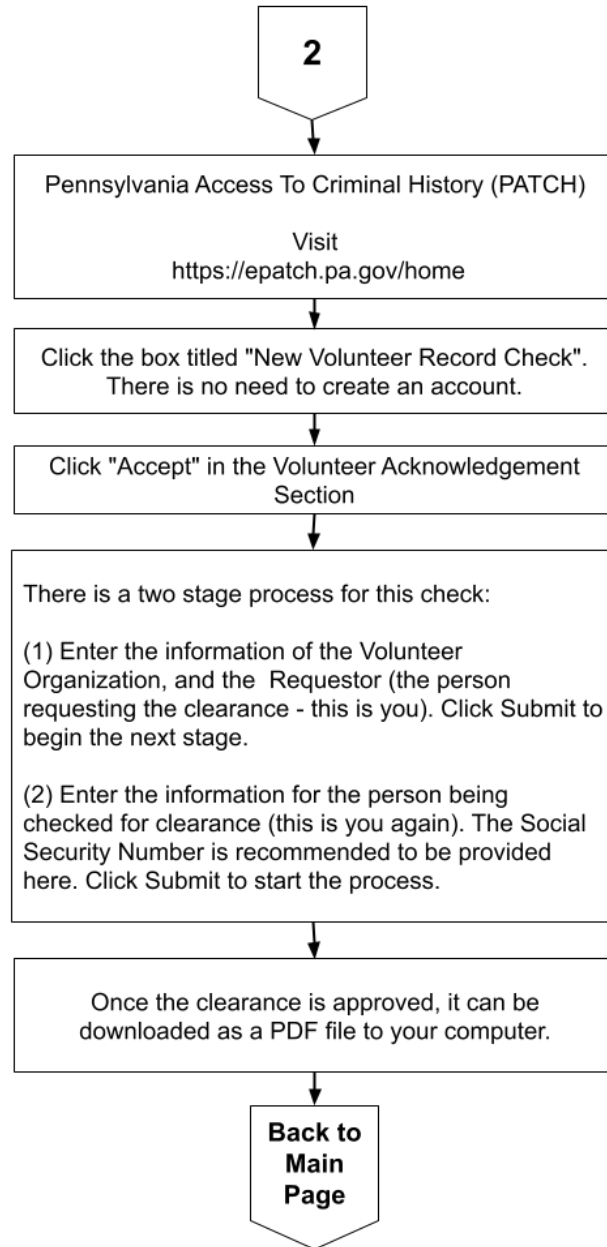
1. Pennsylvania Child Abuse  
History Clearance

Free if no other requests for 57  
months. Otherwise \$10.



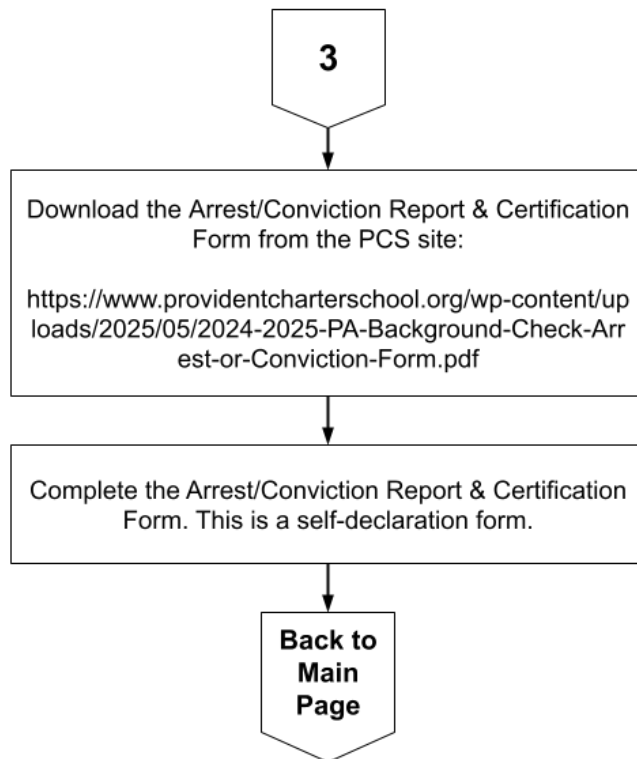
2. Pennsylvania State  
Criminal Record Check

Free to Volunteers



3. Arrest/Conviction Report and  
Certification Form (ACT 24 of  
2011 and ACT 82 of 2012)

Free to Volunteers



4a. Complete  
"PA Resident for 10 years  
Disclosure Statement Application  
for Volunteers"  
  
No Cost

**4a**

Download the PA Resident for 10 years Disclosure  
Statement Application for Volunteers Form from the  
PCS site:  
  
<https://www.providentcharterschool.org/wp-content/uploads/2025/05/2024-2025-Volunteer-PA-Resident-10-Year-Disclosure.pdf>

Complete the PA Resident for 10 years Disclosure  
Statement Application for Volunteers Form. This is a  
self-declaration form.

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4b. Federal Criminal  
History Record  
  
\$23.25

4b

A fingerprinting check is required. That has to be made via **IdentoGO** (a private company).

Contact DHS directly at 1-877-371-5422 or RA-PWCPSLQUESTIONS@pa.gov to obtain a volunteer **Service Code**

The Service Code is needed to make an appointment at IdentoGO

Go to the IdentoGO site at <https://www.identogo.com/locations/pennsylvania>

Select Digital Fingerprinting, and enter the Service Code

Select 'Schedule or Manage Appointment', complete the application form, and schedule an appointment at your preferred IdentoGo fingerprinting station.

When requested, pay the fee.

You will need to provide your email address.

IdentoGo will email to you your **UE ID**. You can use this ID and your login information to login to check the status of your application.

Go to the IdentoGO location at your appointment time. Your fingerprints will be digitally scanned and checked.

The clearance may take a few days or a few weeks.

Check your email daily for a special email that have your **UE ID** number on it.

This special email contains a **one-time use link** that you use to access your clearance. Your clearance may be downloaded or printed.

You will only have a time window of **30 days** to access the clearance. After that time, if you have not yet downloaded the clearance, the link will no longer be usable. Contact the Penn Department of Education for possible help if that happens. If they cannot help you, you may have to reapply from the beginning, and pay the fee again.

Once you have the clearance, it may be saved as a PDF file.

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5. Emergency Contact Information

No Cost

