

Everybody Wins!/RIF Readers Required Clearance Guide 2021

Please use this guide to help you obtain the clearances required as an Everybody Wins! and RIF Readers Volunteer. Reading is Fundamental requires the following clearances in accordance with Pittsburgh Public School District Policy: **Criminal Record Check (Act 34)**, **Child Abuse (Act 33)**, and **FBI Clearances**. All clearances must be obtained within 12 months of the start of volunteer service. Once obtained, all 3 clearances are good for 5 years

Once you receive your clearances, please mail, fax (412-586-0883), or scan and email (ncasile@rifpittsburgh.org) them to our office. We keep copies of all three of these on file.

1. For the **CRIMINAL RECORD CHECK (ACT 34)**:
 - a. Visit <https://epatch.state.pa.us/>
 - b. Complete the online application. You should receive your response almost immediately.
 - c. Print two copies: one for yourself and one to send to RIF Pittsburgh.
 - d. *This clearance is FREE for volunteers.*
2. For the **CHILD ABUSE CLEARANCE (ACT 33)**:
 - a. Visit <https://www.compass.state.pa.us/cwis/public/home>
 - b. Create an individual account, and complete the online application. You should receive your response almost immediately.
 - c. Print two copies: one for your records and one to send to RIF Pittsburgh.
 - d. *This clearance is FREE for volunteers.*
3. For the **FBI CLEARANCE there are 3 options**

If you have lived in Pennsylvania for 10 consecutive years and do not have a criminal history:

- a. Sign and return the [Pennsylvania Resident Waiver](#).

If you recently completed a fingerprint check and have your UEID # but no results:

- a. Contact Tylor Hart at the Pittsburgh Public Schools Out-of-School-Time (OST) Office: Thart2@pghschools.org
- b. Provide Tylor your UEID # and he will run a report to get your results.
- c. Send your "Unofficial Copy" results to RIF Pittsburgh

If you don't have an FBI clearance or your current clearance is out of date:

- a. Visit <https://uenroll.identogo.com/> to register.
- b. Use the service code **1KG6XN** to login and select "Select or Manage Appointments."
- c. You will receive a confirmation of registering for fingerprints at a Identogo Fingerprinting location and a UEID. Keep this UEID number for future reference.
- d. After completing your fingerprint check, you will receive an email 1-2 weeks later from Identogo with a pdf of your "Unofficial Copy" results. This is what you will send to RIF Pittsburgh. **Note: Open this document on a computer as Identogo will allow you access to the document ONLY ONE TIME!!!**
- e. *This clearance costs \$23.85.*

Thank you for supporting Everybody Wins, RIF Readers and Reading is Fundamental Pittsburgh! If you have any questions, please contact:

Neela Casile, Mentoring Coordinator
ncasile@rifpittsburgh.org | 412-304-1934