



Everybody Wins! Required Clearance Guide SY23-24

Please use this guide to help you obtain the **3 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: **Pennsylvania State Police Request for Criminal Records Check (Act 34)**, **Department of Human Services Child Abuse History Clearance (Act 33)**, and **FBI Federal Criminal History Information (CHRI) fingerprint clearance**.

**All 3 clearances are good for 5 years from when you originally obtained them.
To be valid for SY 23-24 clearances must be dated June 2019 or newer.**

- If you are a returning RIF Mentor, we will contact you if your clearances need to be updated
 - If you already have/or once you receive your clearances, please mail or scan and email (dhiles@rifpittsburgh.org) copies to our office. We keep copies of all three on file.
1. For the **Pennsylvania State Police Request for Criminal Records Check (Act 34)**:
 - a. Visit <https://epatch.pa.gov/TandCVolunteer>
 - b. Complete the online application. You should receive your response within a week.
 - c. Print two copies: one for yourself and one to send to RIF Pittsburgh.
 - d. *This clearance is FREE for volunteers.*
 2. For the **Department of Human Services Child Abuse History 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 within a week.
 - 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 **Federal Criminal History Record Information (CHRI)** there are 3 options:

OPTION 1: If you have lived in Pennsylvania for 10 consecutive years and do not have a criminal history, sign and return the [Pennsylvania Resident Waiver](#).

OPTION 2: If you recently completed a fingerprint check and have your UEID # but need results: Contact the Pittsburgh Public Schools Office of Out-of-School Time to obtain a copy of your results.

Email: outofschooltime@pghschools.org

OPTION 3: If you don't have CHRI clearance, you will need to get fingerprinted so your fingerprints can be cross-checked against the FBI Database for the CHRI clearance:

- 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 an Identogo Fingerprinting location and a UEID. Keep this UEID number for future reference.
- d. After completing your fingerprinting, you will receive an email from PA Safe Check with a link to a PDF of your "Unofficial Copy" of results. You will need to SAVE the PDF to send to RIF Pittsburgh.
- e. **Note: Open this PDF on a device you are comfortable saving to and/or printing from because Identogo will allow you access to your "Unofficial Copy" of results ONLY ONE TIME!!!**
- f. *As of May 2023, this clearance costs \$25.25.*

Thank you for supporting Everybody Wins and Reading is Fundamental Pittsburgh! If you have any questions, please contact: Daphne Reid (Hiles), Office and Development Manager

dhiles@rifpittsburgh.org | 412-321-8022 ext. 296