

## AUDUBON VOLUNTEER NATURALIST BACKGROUND CHECK INSTRUCTIONS

*Updated September, 2020*

Pursuant to state law regarding child safety, Audubon Society of Western Pennsylvania requires all Audubon Volunteer Naturalists (AVN) to maintain **three background clearance documents**. All three documents are required to be on file with Audubon before a volunteer can lead a group of children. All three documents must be no older than 60 months at the time of application to the AVN program, and must be renewed whenever the oldest document reaches 60 months.

If you have these documents, properly dated, from other employers or volunteer organizations, we can accept them as long as you provide copies of the originals. They must be these three documents. Third-party background-check service documents are generally **not** acceptable.

For Items 1 & 2, volunteers are eligible for a free document once every 54 months. Please note that the free, “volunteer” versions of any of these are NOT acceptable for employment. We can accept the paid versions for volunteering.

### 1. **Pennsylvania State Police Criminal History Record.**

Visit <https://epatch.state.pa.us/Home.jsp>. Select “New Check, Volunteers Only” for a free report. You do not have to create an account. In most cases, your document will be available for download immediately. Send or print us a copy.

### 2. **Child Abuse History Clearance.**

Visit <https://www.compass.state.pa.us/cwis/public/home>. You will have to create an account. Be sure to follow “volunteer” instructions to waive the fee. You will be notified when your document is available for download—sometimes later the same day, sometimes a few days. Send or print us a copy.

### 3. **Federal Criminal History Background Check** (fingerprints).

You have two options to fulfill this requirement. **Which do I choose?**

- Use Option A if **BOTH** are true: 1.) You have lived in PA for the last 10 years AND 2.) You do not expect to volunteer on school property for Audubon or anyone else.
- Use Option B if **ANY** are true: 1.) You have not lived in PA continuously for the last 10 years; OR, 2.) You wish to have the ability to volunteer on school property for Audubon or anyone else
- While we don’t require you to be available to volunteer on school property, such opportunities arise occasionally. Alternatively, perhaps you have a relative in public school and you want to help with their activities. If you have any questions about which to choose, ask Scott.

- a. **Option A: Affidavit.** If you have lived in Pennsylvania continuously for the last ten (10) years, you may submit an affidavit instead of the Federal Criminal History Background Check. The affidavit affirms you have not violated any laws regarding child welfare. The 10-year resident affidavit is free and is available from ASWP. Note that even if you qualify for the affidavit, you may submit the Federal Criminal History Background Check (option two) if you prefer. You cannot use the affidavit to volunteer on school property.

- b. **Option B: Submit fingerprints for an FBI background check.** Visit <https://uenroll.identogo.com> or call 1-844-321-2101 to select “**FBI History Check.**” You must register online, then be given instructions on where to get your fingerprints taken. **You will need to use the following service code when you register 1KG6XN. Please record the “PID” number assigned to you.** You will pay when you get your prints taken (\$22.60 at this writing) Your result will take a week or more. A result document will be available electronically at the Identogo website and can be mailed to you. The document will say “Unofficial” but it is the only thing they directly give you. Bring us a copy. We cannot use the PID number alone; we must see the document. NOTE: Keep track of your PID number, which also appears on the “Unofficial” document. You will need to provide that number to the school if you volunteer on school property.

Please contact Scott Detwiler with questions at [sdetwiler@aswp.org](mailto:sdetwiler@aswp.org) or 412-963-6100 ext 20.