



VOLUNTEER CHECKLIST

- Volunteer Application (see link on our website)
- Adult or Minor Release Form
- Clearance Requirements (only for volunteers age 18+)

CLEARANCE REQUIREMENTS (AGES 18 +)

- 1) PA Child Abuse (free for volunteers) Must be updated every 5 years.
<https://www.compass.state.pa.us/cwis/public/home>
- 2) PA Criminal History Check (free for volunteers).
<https://epatch.state.pa.us/Home.jsp>
- 3) FBI Criminal History Report (Department of Human Service) Fingerprints
If you have **not** lived in Pennsylvania for the last 10 years*, fingerprints are required. Appointments to be fingerprinted are not required, but **pre-registration is required** either online or by phone. To register online, please go to www.identogo.com; by telephone please call 1-844-321-2101 and listen to the options menu. **The code for volunteers for FBI fingerprints is 1KG6ZJ. The cost is \$21.85. Be sure to bring proper I.D. as specified on link given above.**

*A volunteer who **has** lived in PA for the last 10 years will need to sign an affidavit.
<http://www.springbrook-farm.org/wp-content/uploads/2019/01/Affidavit.pdf>

If you have any questions regarding the volunteer process or clearances, please contact Annie Kozicki at annie.kozicki@springbrook-farm.org or (610)793-1037.