LANCASTER
PUBLIC LIBRARY

CERTIFICATION PROCEDURES FOR LANCASTER PUBLIC LIBRARY VOLUNTEERS

Effective August 25, 2015, all volunteers over the age of 18 must comply with the requirements for clearances below in accordance with Pennsylvania law and policies established by Lancaster Public Library. Clearances must be submitted prior to the commencement of service.

All volunteers must provide the following clearances:
1. Report of criminal history from the Pennsylvania State Police
2. Child Abuse History certification from the Department of Human Services
3. Fingerprint based federal criminal history (FBI) submitted through the Pennsylvania Department of Human Services or Disclosure Statement Application For Volunteers
    3.1. A volunteer must obtain an FBI certification if s/he has not been a resident of Pennsylvania for the past 10 years, or if s/he obtained their FBI certification at any time since establishing residency. S/he must provide a copy of the certification to the person responsible for the selection of volunteers and they are not required to obtain any additional FBI certifications.
    3.2. If a volunteer has resided consistently in Pennsylvania for ten years, to be exempt from FBI certification, the volunteer must swear/affirm in writing the statements in the Disclosure Statement Application For Volunteers

All necessary instructions and links to apply for clearances can be found at:
www.dhs.pa.gov/publications/findaform/childabusehistoryclearanceforms/index.htm
This site provides detailed up-to-date information, all forms, and answers to many questions. Currently, clearances filed online are processed more quickly.

The websites below will take you to the specific sites for online filing.
1. Pennsylvania Criminal Background Check -- epatch.state.pa.us/
2. Pennsylvania Child Abuse History Clearance -- www.compass.state.pa.us/CWIS
3. FBI Fingerprint based federal criminal history – www.identogo.com/locations/pennsylvania
    3.1. Click Digital Fingerprinting
    3.2. Service Code = 1KG6ZJ
    3.3. Enter Information into a series of tabs to schedule your appointment
        - Essential Info
        - Citizenship
        - Personal Questions
        - Personal Info
        - Address
        - Documents
        - Location
        - Date & Time