



## **Minors on Campus Policy**

# **Background Check Information for Volunteers**

**July 1, 2017**

## **Why do I need a Background Check?**



**Where can I obtain the clearances?**

A Child Abuse Clearance can be obtained through the [Child Welfare Portal](#)

A Pennsylvania State Police Request for Criminal History Check can be obtained [here](#).

A FBI Fingerprint Criminal History Clearance is obtained by registering on the [Cogent, Inc. website](#).

**What is the renewal requirement for clearances?**

All volunteers will be required to obtain clearances every 60 months. Timeframes for renewed clearances are based upon the date of each individual clearance. If an individual or agency elected to renew all clearances at the same time, the date of the oldest clearance rather than the most recent would be used.

**Will I receive a copy of my clearances?**

You will receive unofficial copies of FBI Federal Criminal History Check directly from the governmental agency. A copy of the FBI Federal Criminal History Check must be submitted to the Office of Risk & Compliance Management. A copy of the PA Criminal clearance can be requested through the Office of Risk & Compliance Management.

**How long does it take to obtain my clearances?**

The length of time it takes to receive your clearances is contingent upon how quickly you complete the online applications. It is also important to note that all potential volunteers across the Commonwealth of Pennsylvania will be applying for clearances as well. We encourage prospective volunteers to begin applying for their clearances as soon as possible.

**Where do I go for fingerprinting?**

The processing center will email you a list of authorized fingerprinting stations, their location, contact information, and a personalized code for obtaining a fingerprint check. This code expires in thirty (30) days from its generation, so time is of the essence when choosing a fingerprinting location.

**How much do clearances cost**

**Will I be notified when my clearances are expiring?**

No. Volunteers will only be notified by the University if their background check has expired. At that time, a new clearance process must be initiated.

**What will happen if I refuse to take part in the background check process, and do I have any options?**

This requirement is not optional. In order to comply with PA law, the University is requiring that all faculty, staff, and volunteers participate in the background screening process. Your full participation in obtaining the required clearances is a condition for participating as a volunteer with Wilkes University.