



### **Which certifications are needed?**

All prospective volunteers must obtain the following certifications:

- Report of criminal history from the Pennsylvania State Police (PSP); and
- Child Abuse History certification from the Department of Human Services (Child Abuse).

Additionally, a fingerprint based federal criminal history (FBI) submitted through the Pennsylvania State Police or its authorized agent is NOT required as long as:

- The position the volunteer is applying for is an unpaid position; AND
- The volunteer has been a resident of the Commonwealth of Pennsylvania for the entirety of the previous 10 years.

Volunteers who are not required to obtain the FBI certification because they are applying for an unpaid position and have been a continuous resident of Pennsylvania for the past 10 years must swear or affirm in writing that they are not disqualified from service based upon a conviction of an offense. In lieu of the FBI fingerprint, complete the PT Volunteer Clearance Exception Form, Affidavit 153.1.

**NOTE:** If a volunteer has not been a resident of Pennsylvania for the past 10 years, but obtained their FBI certification at any time since establishing residency, they 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.

### **How much do the certifications cost?**

- The PSP criminal history certification costs \$0
- The Child Abuse certification costs \$0
- The FBI federal criminal history certification costs \$25.75 through DHS
- The FBI federal criminal history certification costs \$27.00 through PDE
- Pa. residents for at least 10 years & no prior offenses/convictions, the affidavit costs \$0