

Greetings Barrens Soccer volunteer. The below information details the four clearances (three required by Pennsylvania law) that you will need to submit before you are able to coach, assistant coach, referee, or be a team parent. It is very important to get these submitted in a timely manner. **All clearances are to be submitted to [barrenssoccer@gmail.com](mailto:barrenssoccer@gmail.com)**

1. **Pennsylvania criminal record check** – obtained at <https://epatch.state.pa.us/Home.jsp>  
This check is free and could take a few days to come back to you. Please submit the reply that you get back after the check is complete. It should be sent to you in a pdf document. This clearance is **good for 5 years** from the date that you obtain it and is also good for you to volunteer at your child's school and anywhere else that you may wish to volunteer.
2. **Child Abuse History clearance** – obtained at <https://www.compass.state.pa.us/cwis/public/home> This check is free and a reply should be nearly instantaneous. Please submit the reply you get back after the check is complete. It should be sent to you in a pdf document. This clearance is **good for 5 years** from the date that you obtain it and is also good for you to volunteer at your child's school and anywhere else that you may wish to volunteer.
3. **FBI Fingerprint check OR Resident Waiver Form** – This clearance requires one of two things. If you have been a Pennsylvania resident for the last 10 **CONSECUTIVE** years, see the attached affidavit. This needs to be notarized and most banks have notaries that are free of charge to members. If you have **NOT** been a PA resident for 10 years, you must get a FBI fingerprint check: <https://uenroll.identogo.com/> - enter the code 1KG6ZJ. Register online and make an appointment to get fingerprinted. This costs less than \$25. After fingerprinting, it takes a few weeks but once you register, you will be provided with a receipt. Email a copy of that receipt to show that you have started the process, and we will hold it in the file until your clearance comes back after being fingerprinted. Once the results come back, please email a copy and this clearance will be satisfied for life.
4. **Heads Up Concussion Training certificate** – Obtained at <https://www.cdc.gov/headsup/youthsports/training/index.html> This training course takes approximately 15 minutes of time and is updated consistently enough that we require you to take this **every year**. Please save the completion certificate that you will electronically receive at the completion of the training and send that to us. **Note: Team Parents are NOT required to submit this clearance.**

FAQs:

1. If you are a Maryland resident, yes you have to obtain these clearances since you are volunteering in Pennsylvania. For clearance #3 that means your only option is to complete the FBI fingerprint background check.
2. No one outside of the need-to-know Barrens board members will see these clearances. They are stored electronically on a Google drive that can only be accessed by board members. Your personal information will not be shared and will remain confidential.
3. If you misplace your personal copy of your clearances, and would like copies from us to use at another organization, please email [barrenssoccer@gmail.com](mailto:barrenssoccer@gmail.com) and we will send you a copy of your clearances.

Thank you for your assistance. We understand that volunteering your limited time is difficult as we are all volunteers as well. Your timely replies to these clearance requests are much appreciated! Have a great season!