Ready to get started?

First complete our volunteer application and then get started on your clearances. All requirements and instructions are outlined below! We won't be able to fully approve you as a volunteer until all clearances have been obtained and uploaded.

- Once your application is submitted you will receive an email containing a link to upload your required clearances and other documents. All clearances and documents must be uploaded at the same time using that link.
- You will also be contacted by our friendly volunteer coordinator to schedule an Orientation Session.

You can contact us at volunteer@projectlibertad.org with any questions along the way.

Required Clearances & Documents

- FBI Record Check ($22.60, paid at appointment or online)
- PA Criminal Record Check (PATCH)
- PA Child Abuse Clearance
- Valid, unexpired photo ID

Other Documents

- Proof of Covid-19 vaccination *only required for in-person programs
- Mandated Reporting (ACT126 Certification) *required for anyone who wishes to work with children

Obtaining your required clearances

You can get started now!

IMPORTANT: **Please submit all required clearances and documents at the same time using the link provided in your application submission email.**

FBI Record Check ($22.60, paid at appointment or online)

1. Go to: **https://uenroll.identogo.com/**
2. Enter Service Code: **1KG6ZJ**
3. Select Manage or Schedule Appointment
4. Fill in your information to pre-register for fingerprinting
5. After fingerprinting, results will be emailed to you with a one-time download link.
6. Save the PDF to upload with your other documents.

Valid for 5 years but PL requires renewal every 2 years.

PA Criminal Record Check (PATCH)

1. Go to: **https://epatch.pa.gov/home**
2. Click the yellow box that reads: "New Record Check (Volunteers Only)"
3. You should get a PDF of your results immediately, but sometimes it can take a couple of weeks.
4. Save the PDF to upload with your other documents.

No expiration date, but PL requires renewal every 2 years.

PA Child Abuse Clearance

1. Go to: **https://www.compass.state.pa.us/cwis/Public/Home**
2. Create and login with individual account
3. You should receive a PDF of results in about two weeks (less with SS#)
4. Save the PDF and upload with your other documents.

Valid for 5 years, but PL requires renewal every 2 years.

Mandated Reporting (ACT126 Certification)

1. Continue **only if** you are volunteering directly with children (ask Volunteer Coordinator if unsure!)
2. Go to: **https://www.reportabusepa.pitt.edu/**
3. Register by creating an account and then log in
4. Click "Access Your Course"
5. You should see "Recognizing and Reporting Child Abuse"
6. Complete the 3-hour online course . You can save your progress and go back to it, it does not have to be done in one sitting!
7. Save your certificate at the end as a PDF to upload with your other documents.

Valid for 5 years