

# **ACT 15 UPDATE**

2016 Program Launch

# ORIGINS OF ACT 15

- In 2015, Governor Wolf signed into law a series of changes to what had been previously passed as Act 153. When we talk about Act 15, it is the most current version of the amended law.
- Act 15 stipulates that any adult in a youth serving organization must have appropriate background check clearances.
- Starting in August 2015 all NEW leaders/volunteers had to have background checks before volunteering with any youth organization
- By July 1, 2016 all registered leaders/volunteers must have background checks completed and approved by the PA Dutch Council





# WHAT IS REQUIRED?

- To be consider complete must have 3 **documents**
  - **Pennsylvania State Police Criminal History Check**
  - **Department of Human Services Child Abuse History Check**
  - **FBI Fingerprint or Residency Disclosure**

# PENNSYLVANIA STATE POLICE

- Can be obtained online
- <https://epatch.state.pa.us/Home.jsp>
- No cost for volunteers to request
- Must be renewed every 5 years

Pennsylvania Access To Criminal History - Record Check Certification Page 1 of 1

 Print  Back

**Pennsylvania State Police**  
1800 Elmerton Avenue  
Harrisburg, Pennsylvania 17110

**Response for Criminal Record Check**

JOHN SCOUTER  
123 MAIN STREET  
ANYTOWN, PA 19030

TELEPHONE (610) 555-5555

**TO WHOM IT MAY CONCERN:**

**THE PENNSYLVANIA STATE POLICE DOES HEREBY CERTIFY THAT:**

Name: John Scouter  
Date of Birth: 01/01/1950  
Social Security #: ~ 6789  
Sex: M  
Race: White  
Date of Request: 06/01/1913  
Purpose of Request: Volunteer

**\*\*\* HAS NO CRIMINAL RECORD IN PENNSYLVANIA BASED ON A CHECK BASED ON THE ABOVE IDENTIFIERS -- REFER TO CONTROL #R13259163 \*\*\***

THE RESPONSE IS BASED ON A COMPARISON OF DATA PROVIDED BY THE REQUESTER AGAINST INFORMATION CONTAINED IN THE FILES OF THE PENNSYLVANIA STATE POLICE CENTRAL REPOSITORY ONLY. PLEASE CONFIRM IDENTIFIERS PROVIDED. POSITIVE IDENTIFICATION CANNOT BE MADE WITHOUT FINGERPRINTS. THE PENNSYLVANIA STATE POLICE RESPONSE DOES NOT PRECLUDE THE EXISTENCE OF CRIMINAL RECORDS WHICH MIGHT BE CONTAINED IN THE REPOSITORIES OF OTHER LOCAL, STATE OR FEDERAL CRIMINAL JUSTICE AGENCIES.

THE INFORMATION ON THIS CERTIFICATION FORM CAN BE VALIDATED BY ACCESSING THE PENNSYLVANIA ACCESS TO CRIMINAL HISTORY (PATCH) RECORD CHECK STATUS SCREEN <https://epatch.state.pa.us/RecordSearch.jsp> AND SUBMITTING A STATUS CHECK REQUEST THAT CONTAINS THE FOLLOWING: SUBJECT'S NAME (EXACTLY AS INITIAL Y ENTERED), CONTROL NUMBER AND DATE OF REQUEST. PATCH WILL FIND AND DISPLAY THE CORRESPONDING RECORD CHECK REQUEST. DETAILS ON THE REQUEST CAN BE VIEWED BY CLICKING ON THE CONTROL NUMBER. YOU WILL BE ABLE TO VERIFY IF THIS REQUEST WAS SENT OUT AS A NO RECORD OR RECORD RESPONSE BY THE PENNSYLVANIA STATE POLICE.


QUESTIONS CONCERNING THIS CRIMINAL RECORD CHECK SHOULD BE DIRECTED TO THE PATCH HELP LINE TOLL FREE AT 1-888-QUERY-PA-61 (888-769-7572).

Certified by:



# DEPARTMENT OF HUMAN SERVICES

- Can be obtained online
- [www.compass.state.pa.us/cwis/public/home](http://www.compass.state.pa.us/cwis/public/home)
- No cost for volunteers to request
- Must be renewed every 5 years



**PENNSYLVANIA CHILD ABUSE  
HISTORY CLEARANCE**


4016112262

JOHN SCOUTER  
123 MAIN STREET  
ANYTOWN, PA 19000

CERTIFICATE ID: A12BC345DE  
VERIFICATION DATE: 06/05/2015  
SOCIAL SECURITY #: XXX-XX-6789  
DATE OF BIRTH: 01/01/1950


The above named person has applied for a Pennsylvania Child Abuse History Clearance pursuant to Chapter 63 of 23 Pa. Consolidated Statutes Annotated relating to the Child Protective Services Law. NO RECORD EXISTS in the Pennsylvania Department of Public Welfare's statewide Central Registry listing the applicant as a perpetrator of an Indicated or Founded report of child abuse or an Indicated or Founded report for school employees.

Applicants are required to show the Administrator the results of their Child Abuse History Clearance. Administrators are required to keep a copy of this Child Abuse History Clearance on file. Any person altering the contents of this document may be subject to civil, criminal or administrative action.

 ISSUED BY Commonwealth of Pennsylvania

# FBI FINGERPRINT CHECK

- Must start the process online
- [www.pa.cogentid.com/index\\_dpwNew.htm](http://www.pa.cogentid.com/index_dpwNew.htm)
- Cost is \$25.75
- Must get fingerprinted
- Must be renewed every 5 years or until 10 year residency is established

 **pennsylvania**  
DEPARTMENT OF HUMAN SERVICES

JOHN SCOUTER  
123 MAIN STREET  
ANYTOWN, PA 19000

SSN: XXX-XX-1234  
TCN: ABC1D2345

Your Federal Bureau of Investigation (FBI) fingerprint based record check has been processed in accordance with Public Law 92-544 and the Child Protective Services Law (Title 23, Pa.C.S. Chapter 63). The following is the result of your federal criminal history background check as of 05/04/2015.

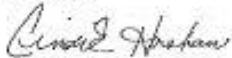
**NO RECORD EXISTS**

**RECORD EXISTS** but conviction(s) does not prohibit hire in a childcare position according to the Child Protective Services Law.

**RECORD EXISTS**, but no conviction(s) is shown. This does not prohibit hire in a childcare position according to the Child Protective Services Law.

**DISQUALIFICATION** – Record exists and contains a conviction(s) that is grounds for denying employment in a childcare position according to the Child Protective Services Law.

If you are questioning the accuracy of this response, please submit court documents to support your position. You may request a copy of your record from one year following receipt of verification by making a written request to the address listed above. Applicants are encouraged to provide this verification to the prospective employer immediately upon receipt.

Sincerely,  
  
Cindi E. Hershaw, Acting Bureau Director



# DISCLOSURE FORM

- MUST BE SUBMITTED IF AN FBI FINGERPRINT CHECK IS NOT REQUIRED
- [www.padutchbsa.org/act15](http://www.padutchbsa.org/act15)
- Does not have to be renewed unless residency status changes
- Must use the PA Dutch Form

Pennsylvania Dutch Council Boy Scouts of America

**DISCLOSURE STATEMENT APPLICATION FOR VOLUNTEERS**  
Required by the Child Protective Service Law  
23 Pa. C.S. Section 6344.2 (relating to volunteers having contact with children)

I swear/affirm that I am seeking a volunteer position and AM NOT required to obtain a clearance through the Federal Bureau of Investigation, as:

- the position I am applying for is unpaid; and
- I have been a resident of Pennsylvania during the entirety of the previous ten-year period.

I swear/affirm that I have not been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

I swear/affirm that I have not been convicted of any of the following crimes under Title 18 of the Pennsylvania consolidated statutes or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

Chapter 25 (including criminal homicide)	Section 3125 (including aggravated indecent assault)
Section 2702 (including aggravated assault)	Section 3126 (including indecent assault)
Section 2709 (including stalking)	Section 3127 (including indecent exposure)
Section 2901 (including kidnapping)	Section 4302 (including incest)
Section 2902 (including unlawful restraint)	Section 4303 (including creating death of child)
Section 3121 (including rape)	Section 4304 (including endangering welfare of children)
Section 3122.1 (including statutory sexual assault)	Section 4305 (including creating or luring child)
Section 3123 (including involuntary deviate sexual intercourse)	Section 5902(b) (including prostitution and related offenses)
Section 3124.1 (including sexual assault)	Section 5903(c) (4) (including pimping and other sexual material and performance)
	Section 6301 (including transportation of minors)
	Section 6312 (including sexual abuse of children), or an equivalent crime under Federal law or the law of another state.

I have not been convicted of a felony offense under Act 64-1972 (relating to the controlled substance, drug device and cosmetic act) committed within the past five years.

I understand that I shall not be approved for service if I am named as a perpetrator of a founded report of child abuse within the past five (5) years or have been convicted of any of the crimes listed above or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

I understand that if I am arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law as listed above, or am named as perpetrator in a founded or indicated report, I must provide the administrator or designee with written notice not later than 72 hours after the arrest, conviction or notification that I have been listed as a perpetrator in the Statewide database.

I understand that if the person responsible for employment decisions or the administrator of a program, activity or service has a reasonable belief that I was arrested or convicted for an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law, or was named as perpetrator in a founded or indicated report, or I have provided notice as required under this section, the person responsible for employment decisions or administrator of a program, activity or service shall immediately require me to submit current clearances obtained through the Department of Human Services, the Pennsylvania State Police, and the Federal Bureau of Investigation, as appropriate. The cost of clearances shall be borne by the employing entity or program, activity or service.

I understand that if I willfully fail to disclose information required above, I commit a misdemeanor of the third degree and shall be subject to discipline up to and including denial of a volunteer position.

I understand that the person responsible for employment decisions or the administrator of a program, activity or service is required to maintain a copy of my clearances.

I hereby swear/affirm that the information as set forth above is true and correct. I understand that false swearing is a misdemeanor pursuant to Section 4903 of the Crimes Code.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Witness: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

FD-404 (05/06/2016)



# NEW SYSTEM TO UPLOAD CLEARANCES

- Starting May 6<sup>th</sup> Units or Individuals should go online to upload their background check information
- Will no longer have to submit **physical copies** of **all** the background checks with each application
- Can upload 24 hours a day
- This change does not eliminate a Chartered Organization requiring physical copies of background checks



# UPLOADING CLEARANCES

HOME ABOUT PROGRAMS CAMPING TRAINING FUNDRAISING POPCORN AND CANDY DISTRICTS PA ACT 15 RESOURCE CENTER



BOY SCOUTS OF AMERICA  
PENNSYLVANIA DUTCH COUNCIL

Search This Site ...

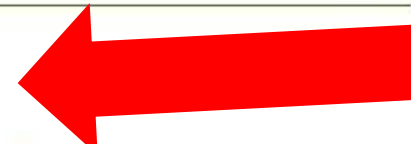
Search



2015 Camp Photo Contest Mack Winner - Tracey F.



[Background Checks](#)



*The Pennsylvania Dutch Council, Boy Scouts of America  
Serves Families and Communities in Lancaster and Lebanon Counties.*

# UPLOADING CLEARANCES

## PA Act 15

### Recent Posts

- [Discounted Dutch Wonderland Tickets – Now Available Online!](#)
- [2016 Summer Passport is Here](#)
- [2016 Program Launch](#)
- [Discounted Hersheypark Tickets – Available!!](#)
- [Camp Water System Testing & Quality](#)

### Links

- [Bashore Scout Reservation](#)
- [BeAScout.org](#)
- [Conestoga River District](#)
- [Donate Now!](#)
- [Guide to Safe Scouting](#)
- [Harvest District](#)
- [Horse-Shoe Trail District](#)

Upload All Background Checks-First Time User

Upload Updated Background Checks-Returning User



For youth-serving organizations in Pennsylvania, background clearance requirements have been enacted that need to be completed before volunteer work with youth in Pennsylvania. Please see the information listed below for information about these background clearances and what is required.

- [What Is PA Act 15?](#)
- [What Is The Criteria For Clearances?](#)
- [Which Clearances Are Required?](#)



# UPLOADING CLEARANCES

## ACT 15 (PA Volunteer Background Check)

Pennsylvania Dutch Council's Background Clearance Submission Portal

You will be asked to enter basic identifying information, including a BSA ID number if you have one; enter the applicable dates for each document and upload the image of each document. You can enter, save, and go back to add additional information as it is necessary.

0%

Name \*

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
First	Middle	Last	Suffix

Date of Birth \*

<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	
MM		DD		YYYY	

Address \*

Street Address

<input type="text"/>	<input type="text"/>
----------------------	----------------------

# UPLOADING CLEARANCES

Applicant's Email

Unit Number

Enter your primary unit number using four (4) characters. ie: Enter 3 as 0003; Enter 172 as 0172

BSA Membership ID

If you have a BSA membership ID, please enter it here to assist us with updating your record.

Volunteer Type

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Cub Scout Pack  | <input type="checkbox"/> Boy Scout Troop       | <input type="checkbox"/> Venturing Crew   |
| <input type="checkbox"/> Sea Scout Ship  | <input type="checkbox"/> Explorer Post         | <input type="checkbox"/> District Scouter |
| <input type="checkbox"/> Council Scouter | <input type="checkbox"/> Merit Badge Counselor | <input type="checkbox"/> Other            |

Select based on your primary role in Scouting

What District are you from?



# UPLOADING CLEARANCES

## State Police Clearance Date \*

/  /    
MM DD YYYY


Enter the effective date of your Report of Criminal History from the Pennsylvania State Police.

## State Police Clearance Upload

No file chosen

Upload Report of Criminal History from the Pennsylvania State Police (PDF format only)

## Child Abuse Clearance Date \*

/  /    
MM DD YYYY

Enter the effective date of your Child Abuse Clearance History from the Pennsylvania Department of Human Services.

## Child Abuse Clearance Upload

No file chosen

Upload Child Abuse Clearance History from the Pennsylvania Department of Human Services (PDF format only)

Has the volunteer been a resident of the Commonwealth of Pennsylvania for the entirety of the previous 10 years. \*

- Yes  
 No

[Save & Resume Later](#)

# UPLOADING CLEARANCES

## ACT 15 (PA Volunteer Background Check)

Pennsylvania Dutch Council's Background Clearance Submission Portal

You will be asked to enter basic identifying information, including a BSA ID number if you have one; enter the applicable dates for each document and upload the image of each document. You can enter, save, and go back to add additional information as it is necessary.

50%

### Disclosure Statement for Volunteers \*

/  /    
MM DD YYYY

Enter the effective date of your Disclosure Statement for Volunteers.

### Disclosure Statement for Volunteers Upload

No file chosen

Upload Disclosure Statement for Volunteers (PDF format only)

[Previous](#)

[Save & Resume Later](#)

2 / 2



# UPLOADING CLEARANCES

## ACT 15 (PA Volunteer Background Check)

Pennsylvania Dutch Council's Background Clearance Submission Portal

You will be asked to enter basic identifying information, including a BSA ID number if you have one; enter the applicable dates for each document and upload the image of each document. You can enter, save, and go back to add additional information as it is necessary.

50%

### FBI Clearance Date \*

/  /    
MM DD YYYY

Enter the effective date of your fingerprint-based FBI Criminal History Clearance.

### FBI Clearance Upload

No file chosen

Upload fingerprint-based FBI Criminal History Clearance (PDF format only)

[Previous](#)

[Save & Resume Later](#)

2 / 2

# ACKNOWLEDGEMENT EMAIL

*Thank you for submitting your Pennsylvania Background Checks. We have received your upload and will confirm that your clearances have been accepted in a follow up email. If you have any questions in the meantime, please, contact the Pennsylvania Dutch Council at 717-394-4063.*

*Thank you for volunteering!*

*The Pennsylvania Dutch Council*



# CONFIRMATION EMAIL-TO BE PRINTED

*Dear <Unit Leader>,*

*Thank you for submitting your Pennsylvania Background Checks. Your clearances have been reviewed and approved. If you have not submitted an Adult Application, print off a copy of this confirmation email and attach it with your application and Youth Protection Training verification. Once we have processed your complete Adult Application, you will receive a membership card in the mail within the next 7 business days. Until you receive your membership card you may only participate as a parent.*

*Once you receive your card you may fully participate as defined by your approved position. This includes:*

*Membership in the Boy Scouts of America*

*Training Specific to Your Position*

*Accident and Sickness Insurance*

*Liability Insurance*

*Any questions about your membership should be directed to the Pennsylvania Dutch Council, BSA at 717-394-4063.*

*Thank you for volunteering!*

*The Pennsylvania Dutch Council*

# NEW LEADER APPLICATIONS

- Adult Application (make sure you are using the most current)
- Signed Disclosure/Authorization Form (Page 4 of the Adult Application)
- Proof of Youth Protection Training
- Confirmation Email that Clearances have been accepted from the Pennsylvania Dutch Council



# CHANGE IN POSITION-CURRENT MEMBERS

- Adult Application (make sure you are using the most current
- Signed Disclosure/Authorization Form (Page 4 of the Adult Application)
- For Youth Protection and Clearances indicate on the application that they are submitted and current. If they are not current, volunteers will be notified and applications will be returned to applicant if not resolved.

# MAINTAINING

- You will receive a notification 2 months before your clearances expire reminding you to update them
- Updates can be uploaded through the PA Dutch Council website as you get new forms or current forms expire
- If clearances do expire, membership will immediately be suspended. Reinstatement may require a new adult application-PLEASE don't let clearances expire!



**QUESTIONS?**