HOW TO OBTAIN CERTIFICATION FORMS - VOLUNTEERS

To assist you in obtaining the *PA State Police Criminal Record Check*: (FREE)
1. Go to https://epatch.state.pa.us/Home.jsp and click on "submit a new record check".
2. Select "New Record Check (Volunteers Only)" in the middle of the screen.
3. After reviewing the Terms and Conditions of Use, check "Volunteer Acknowledgement" and "Accept" at the bottom of the screen.
4. Type "Abington School District" and "215-884-4700" as Volunteer Organization name and Volunteer Organization Telephone Number
5. Follow the prompts.
6. You may receive an immediate "No Criminal Record" response or "Under Review" response. It is your responsibility to check the website frequently until your receive a "No Criminal Record" or "Criminal Record Found" response. If you receive a "Criminal Record Found" response, the results will be mailed to your home.
7. Print 2 copies of the "No Criminal Record" results (one for you to keep and a second copy for the Office of Human Resources). If you have a Criminal Record, you must bring in the original copy to the Office of Human Resources.

To assist you in obtaining *the Pennsylvania Child Abuse History Certification*: (FREE)
1. Go to https://www.compass.state.pa.us/CWIS
2. Create an account
3. Follow the prompts and be sure to select "Volunteer" to avoid paying any fee.
4. Submit your certification application online.
5. Print 2 copies of the results (one for you to keep and a second copy for the Office of Human Resources.

To assist you in obtaining the *Federal Criminal History Record Information ($22.60)*
1. Go to: https://uenroll.identogo.com/
2. Input 1KG6XN in the "Enter your Service Code to get started" field
3. Select "Schedule or Manage Appointment"
4. Complete all necessary demographic information including legal name, date of birth, email address and phone number
5. Create a security question and provide the answer
6. Select country of birth from the drop down menu, "*Country of Birth"
7. Input the city of your birth in the "City of your Birth" field
8. Select state of Birth from "*State/Province of Birth"
9. Select Country from drop down menu, "Country of Citizenship"
10. Select "Yes" or "No" from the radio buttons to answer "Have you ever used an alias?" Remember: maiden names or nicknames that you may have used are considered aliases
11. Select "Yes" or "No" from the radio buttons to answer "Is your mailing address the same as your residential address?"
12. Select "Yes" or "No" from the radio buttons to answer "Do you have an Authorization Code (Coupon Code) that you will be using as a method of payment?" (The School District does not provide an Authorization Code.)
13. Select "Continue"
14. Input your height and weight and select your Hair and Eye Color, Gender, Race and Ethnicity from the drop down menus.

15. Select "Continue"
16. Select Country from drop down menu "Country" and input your Address where indicated.
17. Select "Continue"
18. Select the type of identification you will bring to the fingerprint location from the drop down menu "Document"
19. Select "Yes" or "No" from the radio buttons to answer "Does the name you are enrolling under match the name on all documents selected?" Note: Legal name must match exactly on all identification documents brought to enrollment.
20. Select "Continue"
21. Input your zip code where indicated to search for a location closest to you.
22. Select a location to be fingerprinted and select "Next"
23. Select an appointment date and time or choose "Walk in"
24. Print the Pre-Enrollment form and take with you to the fingerprint site with a business check, money order or credit card to pay the fee of $22.60