

Background Checks for Those Volunteering in Pennsylvania

Pennsylvania has laws, PA Act 153 of 2014 amended July 1, 2015 by PA Act 15 of 2015, requiring specific background check certifications for volunteers of youth serving organizations like U. S. Pony Clubs, Inc.

Adults (18 years of age or older) who apply for or hold an unpaid position as a volunteer with a program, activity or service responsible for the child's welfare or having direct volunteer contact with children, are required by the Commonwealth of Pennsylvania to complete and submit the required clearances prior to commencing their responsibilities. *For more details on who needs certifications visit: [PA Dept. of Human Services Volunteer FAQs](#)*

Affected Pony Club Positions

This applies to the following Pony Club volunteer positions:

- Assistant Center Administrator
- Center Administrator
- Chief Horse Management Judges & Provisionals
- District Commissioners
- Horse Management Organizers
- International Exchanges Chaperones
- International Exchanges Coaches
- Joint District Commissioner
- National Examiners
- RICs
- RSs
- Secretaries – Club and Regional
- VRSs
- Visiting Instruction Hosts

NOTE: Individuals who reside in another state or country may serve as a volunteer in Pennsylvania for no more than 30 days in a calendar year, as long as they provide clearances from their state or country of residence. If the individual will be volunteering for more than 30 days in a calendar year, they must obtain Pennsylvania clearances.

Requirements

All adult volunteers from the above list must obtain the following Pennsylvania Required Clearances, then submit the results to Pony Club.

- Report of criminal history from the Pennsylvania State Police (PSP)
 - *Required every 60 months (5 years)*
- Child Abuse History certification from the Department of Human Services (Child Abuse)
 - *Required every 60 months (5 years)*
- FBI federal criminal history certification
 - *This is only required once since establishing/reestablishing residency in Pennsylvania.*
 - *If a volunteer has not been a resident of Pennsylvania for the last 10 years, but obtained their FBI certification at any time since establishing residency, a copy of that certification will suffice. They are not required to obtain any additional FBI certifications.*
 - *If eligible, a volunteer may submit a Disclosure Statement Application for Volunteers waiver, see below for more information.*

Disclosure Statement Application for Volunteers Waiver

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 sign and submit the Disclosure Statement Application for Volunteers waiver form affirming that they are not disqualified from service based upon a conviction of an offense under §6344.

This is only required once since establishing/reestablishing residency in Pennsylvania.

How Does It Work?

The required Pennsylvania certification forms can be submitted online or by mail. *See links under **Forms and Steps:** below.*

Some results may be viewed and printed online.

Costs for Volunteers (subject to change):

- The Pennsylvania State Police (PSP) criminal history certification cost is \$0
- The Child Abuse certification cost is \$0
- If needed, The FBI federal criminal history certification cost is \$22.60 through the Dept. of Human Services

The FBI sets the majority of the cost for the FBI federal criminal history certification fee. The remainder of the fee covers the costs incurred by Department of Human Services, Pennsylvania Department of Education, Pennsylvania State Police, the vendor which processes the certification, and the fingerprint location.

Click on the items below for additional Frequently Asked Questions:

[PA Dept. of Human Services Volunteer FAQs](#)

[PA Child Welfare Information Solution FAQs](#)

[PA State Police Criminal Record Check Help Overview](#)

Forms and Steps:

FIRST:

1. [Submit your Pennsylvania Child Abuse History Clearance Request online](#)

Or if you are unable to use the online service; download, print and mail the [Pennsylvania Child Abuse History Clearance Form \(CY-113\)](#). But please note that the paper application can require up to 14 days to process.

2. [Submit your Pennsylvania State Police Criminal Record Check online](#) Click on New Record Check (Volunteers only)

OR to download, print, and mail a paper form, choose *SP4-164A Form- Request for Volunteer Check* on the [Pennsylvania Access To Criminal History Help page](#).

NOTE: The name of the organization for which you will be volunteering must be listed.

3. For PA Residents of 10 years: for Waiver of FBI Fingerprint Background Check complete the [Disclosure Statement Application for Volunteers](#)

OR

For PA Residents of less than 10 years: to submit your [FBI federal criminal history certification through the Dept. of Human Services](#) – scroll down to Federal Bureau of Investigation (FBI) Fingerprinting.

SECOND:

When you receive the results of your Pennsylvania Required Clearance Certifications, **please email COPIES of the following 3 documents** to the Pony Club Compliance Coordinator at admin@PonyClub.org:

1. Your Pennsylvania State Police (PSP) Criminal History Certification-you must **download the certificate**
2. Your Pennsylvania Child Abuse History Certification
3. **EITHER** the Disclosure Statement Waiver for Volunteers **OR** Your FBI federal criminal history certification

- If you wish to fax the 3 clearances, please notify the Compliance Coordinator before faxing to 859-233-4652.

- To submit the 3 clearances by postal mail, send to:

Compliance Coordinator – Confidential
U.S. Pony Clubs, Inc.
4041 Iron Works Pkwy
Lexington KY 40511

Completion of your requirements will be recorded on your U. S. Pony Clubs record, and pursuant to § 6344.2 (b), the required information will be maintained securely and confidentially.

[Report suspected child abuse in Pennsylvania here](#)