

Obtaining Clearances in PA

In the event you may want to coach a sponsored Ashbee Youth Lacrosse event, you must attain clearances. Information about clearances and the process is included below.

For those who wish to coach, Ashbee now requires the Pennsylvania Criminal History Record (Act 34), Child Abuse History Clearance (Act 151) and FBI Federal Criminal History Record check and that they be updated every five (5) years in order to continue as a volunteer. Clearances must be less than one year old at the time of submission. There is now an alternative to the FBI check if you have resided in Pennsylvania for the last ten years. Please see below for the link to the Affidavit you need to submit.

The process can be initiated online and produces clearances quickly. Please follow the links below for each of the three (3) clearances.

Clearances can be found using the following links:

1. Pennsylvania Criminal Record Check

- <https://epatch.state.pa.us>

There is no cost for this and the response time is often the same day if the form is filled out completely.

2. Pennsylvania Child Abuse History Clearance

- <https://www.compass.state.pa.us/CWIS>

- You will need to go to the site and create an individual log in – they will email you with a log in name and directions for next steps.
- Our organization name is AshbeeLacr7115
- Ashbee will cover the cost of this clearance. Please email ashbeelaxemail@gmail.com to get a code to cover the cost of the clearance. Alternatively, if you want to pay for it at the time of applying, send us a copy of the expense and we will reimburse you.
- This clearance can take a few days or a few weeks, so please do not wait if you are interested.

3. FBI Federal Criminal History Record

The FBI Federal Criminal History Record requires a 2-step process including online registration and fingerprinting taken digitally at a registered site. However, if you have been a Pennsylvania resident for the past ten (10) years, and have not been convicted of enumerated offenses,

you may submit the Affidavit at [this link](#), in lieu of the FBI fingerprinting check.

- Go to https://www.pa.cogentid.com/index_pdeNew.htm or by phone at 1-888-439-2486 (M-F 8 AM-6 PM) to register. **Please be sure to choose the Pennsylvania Department of Education (PDE) when registering.** There is a \$27 fee for this clearance, which includes an automatic mailed unofficial copy of the results to the applicant. (Ashbee will reimburse you for this cost)

Once you have registered, proceed to an approved fingerprinting site to be digitally fingerprinted. A list of approved locations is available on the Cogent website. Please note the UPS Store in Wynnewood is a drop-in site for fingerprints (no appointment required). Your Registration Number starting with "PAE..." must be provided to the school office so your results can be retrieved.

Please bring or mail all clearance documentation in a sealed envelope with your name to the following address: Ashbee Lacrosse, PO Box 386, Narberth, PA 19072.

If you plan to volunteer for as an Ashbee coach, you must have clearances in advance of the date of the activity.

Thank you in advance for your patience with this matter. We look forward to seeing you on the sidelines.