**Taney Youth Baseball Association**

**Background Information Instructions and Checklist – BASKETBALL 2018-19**

Pennsylvania law requires Taney to obtain background checks of each person who wants to serve as a coach. **If you want to coach a Taney team, you must provide all the information listed below to Taney’s compliance officer no later than Friday, December 1.** It can take up to two weeks to receive the required Pennsylvania reports, so don’t delay applying for them.

If you coached a Taney baseball team this past season, you may already have the necessary documents and you can submit copies of them, as more fully explained below.

**Please provide or obtain copies of the documents listed below and scan all of them into a single PDF file and e-mail it in a NEW, SEPARATE e-mail with the subject heading “BACKGROUND CHECK” to your Basketball Commissioner.**

1. **Pennsylvania Department of Human Services Child Abuse History Clearance form**. The report is free for unpaid volunteers:

<https://www.compass.state.pa.us/cwis/public/home>

If you’ve never obtained a clearance before, click on “Create Individual Account” and follow the directions. If you already have registered at this site, click on “Individual Login” and follow the directions. If you’ve obtained this clearance within the last 60 months, you do not need to obtain a new clearance – simply provide a copy of the most recent report.

1. **Pennsylvania State Police criminal history report**. If you’ve obtained this report within the last 60 months, provide a copy of the most recent report. This report also is free for all unpaid volunteers:

<https://epatch.state.pa.us/Home.jsp>

Click on the tab for “New Record Check (Volunteers only).” At the bottom of the next page, click on the small box for “Volunteer Acknowledgement Section,” then click “Accept” and follow the instructions for volunteers. Your report does *not* need to be notarized. The Volunteer Organization Name is “Taney Youth Baseball Association.”

1. A report of **federal criminal history record information**, unless you are exempt. As an unpaid volunteer, you are EXEMPT IF
2. You have been a resident of Pennsylvania during the entirety of the previous 10-year period, OR
3. You have not been a Pennsylvania resident for the previous 10-year period, but you have received a federal criminal history check or certification since becoming a Pennsylvania resident and you provide a copy to Taney,

AND, whether A or B applies,

1. You sign, date, have a witness sign, and return to Taney’s compliance officer the attached **Disclosure Statement Application for Volunteers**, in which you swear or affirm that you are not disqualified from volunteering for Taney by having committed any of the crimes listed in the statement.

If you are *exempt*, submit the Disclosure Statement (with a copy of the report if 5.B applies).

If you are *not exempt* from obtaining the federal criminal history record information report *but* you have obtained this report within the last 60 months, provide a copy of the report.

If you are *not exempt* and have not obtained this report within the last 60 months, you must submit a full set of your fingerprints to the Pennsylvania State Police, who will submit them to the FBI. Sorry, but this report costs $22.60, which you must pay. You can submit your fingerprints and request the record information at any IdentoGo location (IdentoGo is the company that Pennsylvania now uses for fingerprint service.)

Before submitting your fingerprints, you must pre-enroll in the Universal Enrollment Platform, which you can do online ( <https://uenroll.identogo.com> ) or over the phone (1-844-321-2101, Monday-Friday, 8:00 AM-6:00 PM Eastern). To register, you will need the appropriate Pennsylvania Department of Human Services service code for a volunteer: **1KG6ZJ** .

The address of IdentoGO locations in or near Center City, South Philadelphia, and West Philadelphia are listed below, but you are free to use any IdentoGo location. You must bring official ID with you. A complete list of locations and operating hours is available at:

<https://uenroll.identogo.com/workflows/111VVQ/locator/location>

233 South 6th Street, Suite C2

1015 Chestnut Street, Suite 307 (located inside First Contact HR)

1341 North Delaware Avenue, Suite 101 (located inside A Second Chance)

3460 North Delaware Avenue, Suite 100

744 South Street (at the South Street Business Center)

**When you have all the above documents – (1) Child Abuse History Clearance, (2) PA State Police criminal history report, and (3) federal criminal history record if needed or disclosure statement – please submit them to your Basketball Commissioner.**

Remember that you can submit copies of any reports you have obtained within the past 60 months (for example, if you completed them as a volunteer coach for Taney Baseball this past year). If you obtained them within the past 60 months, you do not need to go online and get them again.

Pennsylvania Law requires Taney to keep your background check information. You may also want to keep copies of your reports and any certifications. Taney cannot provide legal advice to you about the various background checks.

**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 certification through the Federal Bureau of Investigation (FBI), 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 understand that if I have not been a resident of Pennsylvania during the entirety of the pervious ten-year period, but have received certification from the FBI since establishing residency, I must provide a copy of the certification to my employer and am not required to obtain any additional FBI certifications.

I swear/affirm that, if providing certifications that have been obtained within the preceding 60 months, I have not been disqualified from service as outlined below or have not been convicted of an offense similar in nature to a crime listed below 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 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 (relating to criminal homicide) Section 2702 (relating to aggravated assault) Section 2709.1 (relating to stalking)

Section 2901 (relating to kidnapping) Section 2902 (relating to unlawful restraint) Section 3121 (relating to rape)

Section 3122.1 (relating to statutory sexual assault)

Section 3123 (relating to involuntary deviate sexual intercourse) Section 3124.1 (relating to sexual assault)

Section 3125 (relating to aggravated indecent assault) Section 3126 (relating to indecent assault)

Section 3127 (relating to indecent exposure)

Section 4302 (relating to incest)

Section 4303 (relating to concealing death of child) Section 4304 (relating to endangering welfare of children) Section 4305 (relating to dealing in infant children) Section 5902(b) (relating to prostitution and related offenses)

Section 5903(c) (d) (relating to obscene and other sexual material and performances) Section 6301 (relating to corruption of minors)

Section 6312 (relating to sexual abuse of children), or an equivalent crime under Federal law or the law of another state.

I swear/affirm that 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 certifications obtained through the Department of Human Services, the Pennsylvania State Police, and the Federal Bureau of Investigation, as appropriate. The cost of certifications 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 certifications obtained for the volunteering purposes can only be used for that purpose and cannot be used for employment purposes.

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 certifications.

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: