

Effective July 2016, new PA Child Protection Laws requires background checks for all coaches, assistant coaches, and other youth volunteers. These checks will be required to be renewed every 5 years. If you have already have your PA child clearances, please proceed to Step 4 (Submit your forms to HYBA) All others should complete these 4 easy steps.

Clearance Requirements Checklist:

Step 1: Disclosure Form or FBI Finger Printing

Please Read Step A and B. Everyone Must Complete either A or B.

A. If you have been a resident of Pennsylvania for 10 years or more:

- Please complete the attached FBI Waiver/ Disclosure statement and submit to HYBA. (Free)
http://keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/c_160267.pdf

B. If you have been a resident of Pennsylvania for 10 years or less. (Fee)

- If you have been a resident of PA for less than 10 years, you must complete an FBI Fingerprint based background check and submit it to HYBA. To begin that process, you must pre-register online or via telephone. To pre-register online, please use the link below. The Service Code is 1KG6ZJ (for volunteers).

<https://uenroll.identogo.com/>

To pre-register via telephone please call 1-844-321-2101 and listen to the options menu.

Step 2. PA State Police Clearance

Select Link below. Select: "New Record Check" (Volunteers only)

Volunteer Organization Name: Hershey Youth Basketball Association

Volunteer Organization Telephone Number: leave blank

- **PA State Police Clearance** <http://epatch.state.pa.us/>

Step 3. Child Abuse Clearance Form

Select link below. To be exempted from fees you must Select "VOLUNTEER" (Fees will be associated if you have obtained a certification in the last 57 months).

Designate the organization as: Hershey Youth Basketball Association.

- **DHS Portal for Child Abuse Clearance Form Link:**

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

Step 4: Submit your forms to HYBA

Scan your Disclosure Form or FBI fingerprint certificate, PA State Police Clearance and the Child Abuse Clearance Form into a single document and email to HYBA Board at: hybaborboard@gmail.com. Please place your name and "Coaching Clearances" in the email subject line. All coaching applicants must satisfy these requirements prior to commencement of the season. HYBA will reimburse all anyone who incurs the fee for fingerprinting once the forms are submitted to the board.

Failure to complete the required steps will result in being excluded as a Volunteer Coach. HYBA reserves the right to check criminal history records or any other official record which would document disqualifying acts.