

ADULTS - CLEARANCES NEEDED TO WORK AT CAMP

Remember - it's only necessary to obtain and submit the ones "NEEDED"

Along with your agreement, you also must send copies of your clearances.

Clearances are required by the Commonwealth of Pennsylvania in order for you to work with children.

*** PA Child Abuse Clearance Certificate**

Once obtained, it is valid for five years from the date of issue.

Cost: \$13.00. The Volunteer certificate is not valid for camp.

The link to apply for this certificate is:

<https://www.pa.gov/en/services/dhs/request-a-child-abuse-history-clearance.html>

You will need to Create an Individual Account, for which you will be assigned a Keystone ID number.

Here is a spot to record your Keystone ID# _____ for future reference

Once you have obtained your certificate, you need to send it to camp by scanning it to heather@diamonddridgecamps.com

Need help? Here is the support phone number: 1-877-343-0494

*** FBI Fingerprint Background Check**

Once obtained, it is valid for five years from the date of issue.

Cost: \$26.20.

The link to apply for this certificate is:

<https://www.pa.gov/en/services/dhs/apply-for-an-fbi-criminal-history-background-check.html>

You will need to go to a local IDENTIGO service center to be fingerprinted. Be sure to read the directions regarding identification you must take with you. If you are a minor, there are specific requirements, see page 10 of this document.

WHEN YOU DO THE APPLICATION, THE CODE YOU NEED IS 1KG756.

Once you have obtained your certificate by mail, you need to send it to camp by scanning it to heather@diamonddridgecamps.com

Need help? Here is the support phone number: 1-844-321-2101

*** PA State Police Criminal Check "State Police Background Check"**

Adult staff must get new Police checks yearly because camp is accredited by ACA and this is a requirement. If your "current" certificate is dated prior to August 16, 2024, you need a new one. Cost: \$22.00. The Volunteer certificate is not valid for camp.

The link to apply for this certificate is:

<https://www.pa.gov/en/services/psp/request-a-criminal-history-background-check.html>

Once you are on the PA Police Check site, click on SUBMIT A NEW RECORD CHECK; then indicate "individual request".

Write down Control Number R & the date of request _____.
Name applied under First _____ Middle (opt.) _____ Last _____

You may need this number to check on the status at a later date. You typically will be able to get this by email within a few days of submission.

Once you have obtained your certificate by mail, you need to send it to camp by scanning it to heather@diamonddridgecamps.com

Need help? Here is the support phone number: 1-888-783-7972