

# HYBA - Volunteer Background Procedures

HYBA always looks out for the best interest of the players. Recent changes in legislation (HB 1276 or Act 15) require that all volunteers who come in contact with youth are required to obtain background checks. This was signed by the Governor on July 1, 2015. The Act (effective July 1, 2015) provides for a waiver of fees for criminal record checks conducted for volunteers who are required by the Act to obtain them. If you would like to volunteer as a Board Member, Head Coach, Assistant Coach, Team Parent, League Coordinator or other league official, you will need to obtain these certifications as soon as possible.

You may complete the process online and receive some of your results immediately.

Regardless of recent background checks that you may have completed, ALL prospective volunteers must obtain the following certifications at this time (note: upon completion your background certifications will be valid for sixty (60) months).

**Important:** Background certifications are portable. If you recently completed background certifications, please provide a copy of the certifications by emailing to [hampdenbaseball@gmail.com](mailto:hampdenbaseball@gmail.com) or providing hard copies during registration, at evaluations or before your first scheduled practice.

**Recertification:** You must obtain the required certifications every sixty (60) months from the date of your most recent certifications. If your current certification is older than sixty (60) months, or if you do not currently have the certifications, you must obtain the certifications at this time in order to serve as a volunteer.

## BACKGROUND PROCEDURE STEPS:

1. Complete a "Report of Criminal History" from the Pennsylvania State Police (PSP); and  
\* MANDATORY FOR ALL VOLUNTEERS (**STEP 1 below**)
2. Complete a "Child Abuse History" certification from the Department of Human Services.  
\* MANDATORY FOR ALL VOLUNTEERS (**STEP 2 below**)
3. If the volunteer has NOT been a resident of the Commonwealth of Pennsylvania for the entirety of the previous 10 years, a fingerprint based federal criminal history (FBI) submitted through a PA Department of Human Services (DHS) authorized agent is required.  
\* THIS PROCESS IS MANDATORY FOR ALL VOLUNTEERS WHO HAVE NOT LIVED IN PENNSYLVANIA FOR THE LAST TEN (10) YEARS (**STEP 3 below**)

**\*\* Original/unedited copies of each certification must be provided to HYBA before your first scheduled practice \*\***

**You can email PDF copies of your completed background checks to [hampdenbaseball@gmail.com](mailto:hampdenbaseball@gmail.com)**

## STEP 1: REPORT OF CRIMINAL HISTORY FROM THE PENNSYLVANIA STATE POLICE (PSP)

This process will take approximately ten (10) minutes to complete online.

**\*\* THIS PROCESS IS MANDATORY FOR ALL VOLUNTEERS \*\***

- Navigate to the PSP Patch website located at <https://epatch.state.pa.us/Home.jsp>
- Click on “New Record Check”
- Read and check “Volunteer Acknowledgement Section.” Click “Accept.”
- The Requester must complete the Personal Information section and click “Next.”
- Review Personal Information and click “Proceed.”
- Enter your personal information and click “Enter This Request.”
- You may now enter additional requests (not common), VIEW the request you have in queue by clicking on “View Queued Record Request (x), or click “Finished” to proceed. Once you click “Finished” you will be presented with a summary of your requests.
- Review the information and click “Submit.”
- The results of your background check requests will be displayed. Click on the “Control Number” hyperlink to view the details of a specific record check.
- The Record Check Details will now be displayed. Click on “Certification Form” and Save the document. To save the document, click on “Save” and choose a location to save the document as a PDF.
- Print out a copy to give to HYBA before your first scheduled practice or email to: [hampdenbaseball@gmail.com](mailto:hampdenbaseball@gmail.com).

**END OF STEP 1: PSP PROCESS**

## **STEP 2: CHILD ABUSE HISTORY CERTIFICATION FROM DHS (CHILD ABUSE).**

This process will take approximately thirty (30) minutes to complete online and may take up to fourteen (14) days for your results to be posted in your account by DHS.

**\*\* THIS PROCESS IS MANDATORY FOR ALL VOLUNTEERS \*\***

- Navigate to the Child Welfare Information Solution (CWIS) website located at <https://www.compass.state.pa.us/cwis/public/home>
- If you do not already have a Keystone ID, click on “Create Individual Account”
- Follow the online instructions to create your Keystone ID.
- You will receive two emails; one verifying the username (Keystone ID) you selected and one containing your temporary password.
- Close all browser windows and navigate back to the Child Welfare Information Solution (CWIS) website located at <https://www.compass.state.pa.us/cwis/public/home>
- Click on “Individual Login”
- Click on “Access My Clearances”
- Read the disclosure statement and then scroll to the bottom of the page and click “Continue” in the bottom right-hand corner of the page.
- Enter your username and temporary password and click “Login.”
- Create a new password and click “Submit.”
- Follow the onscreen instructions, close the active browser window, enter your username and NEW password and click “Login.”
- Read the Terms and Conditions, fill-in the radio button to accept the terms, and click “Next.”
- Read the disclosure statement again, scroll to the bottom of the page, and click “Continue” in the bottom right-hand

corner of the page.

- Click on "Create Clearance Application".
- Read the instructions and then scroll to the bottom of the page and click "Begin" in the bottom right-hand corner of the page.
- On the "Application Purpose" page, select "Volunteer Having Contact with Children," select "Other" for the "Volunteer Category," and enter "Hampden Youth Baseball Association" under "Agency Name". **Please do not abbreviate this.**
- Scroll to the bottom of the page and click "Next."
- Enter your Applicant Information in its entirety and scroll to the bottom of the page and click "Next."
- Enter your "CURRENT address" and scroll to the bottom of the page and click "Next."
- Enter "Additional Addresses" and scroll to the bottom of the page and click "Next."
- Enter "Household Member" information and scroll to the bottom of the page and click "Next."
- Review your information on the "Application Summary" page and scroll to the bottom of the page and click "Next."
- Complete the "eSignature" attestation page and scroll to the bottom of the page and click "Next."
- On the "Application Payment" page, select the "No" radio button and click "Submit Application"
- You will receive a page with your Submission Confirmation.
- Once your application has been processed, you will receive a notification via email to log into your account and view the outcome/result of the application (within fourteen days).
- Upon completion, save a copy for your records and turn in a printed copy to HYBA prior to your first scheduled practice or email to [hampdenbaseball@gmail.com](mailto:hampdenbaseball@gmail.com).

**END OF STEP 2: DHS PROCESS**

## **STEP 3: FBI FINGERPRINT-BASED CRIMINAL BACKGROUND CHECK INSTRUCTIONS**

If the volunteer has NOT been a resident of the Commonwealth of Pennsylvania for the entirety of the previous 10 years, a fingerprint based federal criminal history (FBI) submitted through a PA Department of Human Services (DHS) authorized agent is required.

**THIS PROCESS IS MANDATORY FOR ALL VOLUNTEERS WHO HAVE NOT LIVED IN PENNSYLVANIA FOR THE LAST TEN (10) YEARS**

- For volunteers, you are required to use an authorized Pennsylvania Department of Human Services authorized vendor (currently Cogent Systems) to process fingerprint- based FBI criminal background checks.
- The fingerprint based background check is a multiple step process and may take several weeks to complete and receive results.
- For more information and to begin the registration process, go to [http://www.pa.cogentid.com/index\\_dpw.htm](http://www.pa.cogentid.com/index_dpw.htm).
- Upon completion, save a copy for your records and turn in a printed copy to HYBA prior to your first scheduled practice or email to [hampdenbaseball@gmail.com](mailto:hampdenbaseball@gmail.com).

**END OF STEP 3: FBI PROCESS**