

## INSTRUCTIONS TO APPLY FOR CLEARANCES

*Clearances are required for any person not employed by the GNA School District.*

All three of the following clearances are required for all coaches and associated team personnel (scorer, timer, cameraperson, etc.) at all levels, paid and volunteer, prior to being hired. Clearances must be dated within one year of the person's hiring date, and they must be completed annually. All clearances should be turned in to the head coach who will forward them to the District Business office with his or her letter of application.

1. Go to <https://epatch.state.pa.us> and complete a *Pennsylvania State Police Request for Criminal Record Check (Act 34)* form online or print one, complete and mail it to the address on the form. Cost is \$8 (volunteers are free), payable by credit card online or money order if you mail it. Once processed, the clearance can be printed out directly from the website or it will be mailed to you. Return that to the head coach.
2. Go to <https://www.compass.state.pa.us/CWIS> and complete a *Pennsylvania Child Abuse History Clearance (Act 151)* form online or print one, complete and mail it to the address on the form. Cost is \$8 (volunteers are free), payable by credit card online or by money order if you mail it. Once processed, the clearance can be printed out directly from the website or it will be mailed to you. Return that to the head coach.
3. Go online to [www.pa.cogentid.com](http://www.pa.cogentid.com) to register to for fingerprinting (Act 114). Use the section for the Department of Education only. The cost is \$27.00, payable by credit or debit card. There are several sites in Luzerne and Lackawanna Counties that will process fingerprints. See the Cogent website for locations and their hours of operation. You must register on the website before you get fingerprinted, and all instructions are provided there. You will be given a receipt that you have been processed. Return that receipt or the clearance that will be sent to you to the head coach.
4. Fill out the Act 24 form and return it to the head coach. This only has to be done once and will be kept on file in the Business Office.

**The head coach will return all completed clearances to the School District at the same time with his or her letter of application. Any subsequent letter of application for an assistant coach or other personnel will not be accepted without current clearances.**

**Absolutely no one is permitted to work with student-athletes until their current clearances are on file with the School District and they are hired by the Board of Education.**