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August 25, 2026

Dear KinderHaus Families:

Occasionally, parents make a request to accompany their child on a field trip, or come to volunteer in other capacities. We love parent volunteers! However, beginning June 1, 2026, all parent volunteers or chaperones will need to have all required clearances on file in order to do so. NO EXCEPTIONS.

It is a state law in Pennsylvania that you must obtain these clearances to volunteer with children. You can apply for the Act 33 (Child Abuse Clearance), and Act 34 (PA state Police criminal clearance) online and without charge. The third clearance needed is the FBI fingerprint screening, especially if you have lived out of the State of Pennsylvania in the last 5 years. Go to www. Identogo.com. This clearance will have a fee. The final clearance that is needed is the NSOR (National Sex Offenders Registry). This clearance does not require a fee. You may submit an application for the NSOR Verification Certificate through the PA Department of Human Services.

Once obtained, all clearances are valid for five years at our school and can be used anywhere else that you volunteer in PA for up to five years, based on the policy of the individual organization. Once you turn in your clearances, you do not need to submit the forms again unless they are over five years old.

Please return ALL copies of your clearance results to the KinderHaus office if you are planning on volunteering at any of the events this coming school year. We must have a completed packet (consisting of all required clearances) on file before you will be able to participate in a parent chaperone or volunteer capacity.

Please keep in mind:

- We will not accept incomplete packets
- Do not submit any clearance result forms individually; wait until you have ALL necessary paperwork for a complete clearance packet and submit it all at one time. The office will not be responsible for the loss of any loose paperwork.
- Incomplete forms and/or packets (loose forms) will be returned
- Viewing results online on a phone or other device is not an acceptable option; printed result forms must be submitted to be kept on file.
- Permission to volunteer will not be granted unless a complete clearance packet is on file

Please feel free to contact us if you have any questions.

Sincerely,

Tammy Lieb
Director
KinderHaus Child Care Learning Center

PARENT VOLUNTEER APPLICATION FORM

- CONTACT INFORMATION

FULL NAME: _____

PREFERRED NAME/NICKNAME: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

MAILING ADDRESS: _____

- VOLUNTEER PREFERENCES

TYPE OF ACTIVITIES YOU'RE INTERESTED IN:

- ☐ FIELD TRIP CHAPERONE
- ☐ CLASSROOM VOLUNTEER
- ☐ SPECIAL EVENTS

I understand that volunteering is a commitment of time and effort. I agree to follow the guidelines set by the organization and to carry out my role with respect and responsibility.

Signature

_____

Date

_____

VOLUNTEER CLEARANCE INFORMATION

In Pennsylvania, "Act 33" refers to the state's **Child Abuse History Clearance**. Adult volunteers who have direct, routine contact with children are required to obtain this clearance. The fee is waived for volunteers once every 60 months.

Key Details for PA Volunteer Clearances

1. Which Clearances are Required?

Volunteers working with children generally need three separate clearances, all of which must be renewed every 5 years:

- **Act 33:** PA Child Abuse History Clearance
- **Act 34:** PA State Police Criminal Record Check (PATCH)
- **Act 114 (FBI Fingerprint Check):** Only required if you have lived *outside* of Pennsylvania within the last 10 years. If you have been a continuous PA resident for 10 or more years, you may be able to sign a "Swear and Affirm Waiver" instead of getting fingerprinted.

2. Cost for Volunteers

- **Act 33 (Child Abuse):** Free for volunteers once every 5 years.
- **Act 34 (State Police):** Free for volunteers once every 5 years.
- **Act 114 (FBI):** Costs a standard fee.

3. How to Apply

You can submit your applications online through the official state portals, which is the fastest way to receive your results:

- **Act 33:** Apply using the Pennsylvania Compass Child Welfare Portal.
- **Act 34:** Apply via the PA State Police PATCH System.
- **Act 114:** If required, register through IdentoGO, the official vendor for PA fingerprinting.

If you've recently completed clearances for work or another organization, they may be accepted as long as they are recent (usually within the last 2-5 years).

How to Apply for NSOR Clearance

Unlike other PA background checks, the NSOR verification generally requires a paper or PDF application.

1. **Get the Form:** Download the NSOR Verification Application.
2. **Fill it out:** Complete all fields with your personal information.
3. **Submit it:**
    - **Mail:** Department of Human Services, PO Box 8170, Harrisburg, PA 17150-8170
    - **Email:** Scan and email the form to RA-PWNSOR@pa.gov (include "NSOR Verification Applicant_[Last Name]" in the subject line)
    - **In-person:** Hand-deliver to the Clearance Verification Unit at 5 Magnolia Drive, Harrisburg, PA 17110 [1]

Processing time is typically up to **14 calendar days** from the date the application is received.