

SESAME/ROCKWOOD CAMPS

Clearances Needed to Work at Camp - FOR MINORS

If you will turn 18 between now and the end of camp, you should wait until you turn 18 and then do the required checks.

OTHERWISE, THESE ARE DUE NOW! GET STARTED. Have a question? Call!

1

PA Child Abuse Clearance

MINORS
Once done good for 5 years

Cost if done by you \$13.00
3rd Party cost will be higher

Have one that is less than 5 years old? Great! Send a copy to camp. Need one? 'Google' **pa child abuse compass** or go directly to the website listed

<https://www.compass.state.pa.us/cwis/public/home>

First, create an individual Child Portal account with a name ID and a password. You need an email address. Answer security questions to receive a temporary password (to your email); then set up your own password (write in below.) Reason for submitting? Check off the response that begins: **Individual 14 years of age or older. Do not select anything that specifies "volunteer"** Pay by credit card, (no company code), check your email for notification that your request has processed; then log back into your account to get the copy of your clearance. **Camp needs a copy for your file.** Email the clearance to hiringrdaycamps@gmail.com, or Melanie@srdcamps.com or bring your copy to camp and we'll make a copy.

Record your Child Portal ID and your chosen Password on this worksheet for your records; this is helpful should you need a clearance copy for a different position at some time in the future.

Keystone Personal ID: _____ Password: _____

2

PA State Police Criminal Check "THE PSP"

MINORS
Once you have this, it's valid until you turn 18.

Cost \$22.00

3rd Party Cost will be higher

If this is your first summer working at SR Day Camps, you must obtain the criminal check. If you need a new one, 'Google' **epatch** or type in the website:

<https://epatch.state.pa.us/>

Select "**Submit a new record check**". Do NOT click on the yellow "Volunteer" button; as this is invalid for employed persons. The reason for the request would be: EMPLOYMENT.

Write all of this information down because you will need it to access a copy of your criminal check.

Control Number (starts with a letter) _____ Request Date _____

The name you applied under: _____
first middle (optional) last

YOU MUST PRINT OUT THE CERTIFICATION with the OFFICIAL SEAL. When you see the search results, click on the R control number to get you to the page with the Official Seal. **Print that page for camp.**

Search Results			
Control #	Subject Name	Date of Request	Status
R16608457	When you click on the control number, the number turns from blue to RED, Click there.		
One item found.			1

Scan your copy and email it to hiringrdaycamps@gmail.com or Melanie@srdcamps.com, As an option, you can bring it to camp and we can make a copy.

3

FBI Fingerprint Background Check

Handled thru Identogo
Service Code 1KG756

Cost if done by you \$26.20

3rd Party Cost will be higher

Even Minors need to have an FBI Fingerprint Background Check in order to work at camp. **CODE 1KG756** To get fingerprinted, you must bring proper Identification:

Acceptable types are listed on this website: (driver's license or U.S. passport being the most common)

http://keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/c_267908.pdf

Don't have a driver's license or U.S. passport? Then you will need to bring your social security card or a certified birth certificate (with seal) **AND** a parent who will fill out boxed item on reverse PA PHOTO ID WAIVER FOR MINORS in the presence of the fingerprinting official.

Begin the process with registration here:

<https://uenroll.identogo.com/workflows/1KG756>

There are 4 items on this page - Start with #1- scheduling an appointment. This is actually your registration ... your name on registration must exactly match your ID. **NOTE: If you have no middle name**, you need to fill out that blank as **NMN**.

Fill out requested info, make the appointment and Pay by credit card.

* Do you have an Authorization Code (Coupon Code) that you will be using as a method of payment? **NO**

Identogo will send you a confirmation #, called their **UE ID**. Look for an email from: **nobody@uemail.identogo.com**

Camp will need a copy of your final report - it is usually a front & reverse side. We need both sides. Scan your copy and email it to hiringrdaycamps@gmail.com, or melanie@srdcamps.com. You may bring your original to camp & we'll make a copy. **Need help? Use this help line: 844-321-2101 or 844-321-2124**

Identification Requirements
for Minor Fingerprinting Applicants

If a minor applicant does not have an identification document as listed on their **Service Code** form, at the time of the fingerprinting appointment they must present:

1. The Pennsylvania Photo ID Waiver for Minors

AND

2. One of the following identification documents for the minor

(Check the box for the documentation type presented):

- Original or certified copy of a birth certificate issued by the appropriate State Bureau of Vital Statistics or equivalent agency from a U.S. state, U.S. territory, the District of Columbia, or a Canadian province. A birth record issued by a hospital is not acceptable under this category.
- Original or certified copy of a U.S Department of State Certification of Birth Abroad issued to U.S citizens born abroad (Form FS-240, DS-1350, or FS-545).
- Original or certified copy of court order with name and date of birth indicating an official change of name and/or gender from a U.S. state, U.S. territory, the District of Columbia, or Canadian providence.
- Social Security Card (actual card).

PENNSYLVANIA PHOTO ID WAIVER FOR MINORS

Legal Name of Minor (First, Middle, Last)

____/____/_____
DOB (DD/MM/YYYY)

I certify that I am the parent or legal guardian of the above-named child. This child does not have a state-issued photo identification card or other Primary Identity Document.

I confirm that the child present with me is the individual named above.

Must be signed by parent or legal guardian at the time of fingerprinting at the fingerprinting site location. Do not sign the form in advance.

Printed Name of Parent or Legal Guardian

Signature of Parent or Legal Guardian

Date