

Background Check Information

As required by Pennsylvania State Law, Radnor Soccer Club requires that all employees and volunteers submit background checks to the club. Background checks are valid for 3 years from the time the check was issued by the overseeing agency.

When you register in TeamSnap, we asked that you attach the required documentation below, otherwise you will need to mail it to: clearances@radnorsoccerclub.org

Volunteers who have lived in Pennsylvania for at least 10 years must submit the following two documents:

1. Child Welfare Services (CWS) Clearance
2. Pennsylvania State Police Background Check
3. The CWS clearance can be completed online, and requires a two-step process. First, email clearances@radnorsoccerclub.org to obtain a payment code. The club will email you a code. Once you have received the code, then go to the CWS link: <https://www.compass.state.pa.us/cwis/public/home>

Create an **individual account**, provide the necessary information, and wait for notification of the completed check and keep a copy for your records. Please attach a copy of the record in TeamSnap when you register or mail it to: clearances@radnorsoccerclub.org

4. The Pennsylvania State Police Criminal History check can be completed instantly and online at the following link: <https://epatch.state.pa.us/Home.jsp>

Click on the New Record Check (volunteers only), enter the information, and complete the record check. At the conclusion, you will need to click on the control number next to your name, and then capture an electronic version of the official certificate (has a keystone watermark). You can print the page to pdf, take a screen shot, take a picture with your phone, print-and-scan, or use other means to create an e-copy of the certificate. Then please attach a copy of the certificate in TeamSnap when you register or mail it to clearances@radnorsoccerclub.org with your name, role, and team association.

For volunteers who have lived in Pennsylvania for less than 10 years, the law also requires you to complete an FBI background check. This is a multi-step process with both online and in-person requirements (fingerprinting is done in person at designated locations). Information about how to obtain this background check can be found at the bottom of the page at the link below:

<http://www.dhs.pa.gov/publications/findaform/childabusehistoryclearanceforms/>

Please scroll down to FEDERAL BUREAU OF INVESTIGATION (FBI) CRIMINAL BACKGROUND CHECK INSTRUCTIONS which will show the following information: “The Pennsylvania Department of Human Services is utilizing Cogent Systems to process fingerprint-based FBI criminal background checks. The fingerprint based background check is a multiple step process. For more information and to begin the registration process, go to www.pa.cogentid.com//index_dpw.htm. For question about your FBI Clearance, please contact the FBI/Adam Walsh Unit at 717-783-6211 or 1-877-371-5422.”

Upon receipt of the FBI clearance, the volunteer must create an electronic image and either attached is in TeamSnap when registering or email it to the club at clearances@radnorsoccerclub.org.

The good news is that these clearances are all good for three years from the time they are issued and are transferrable to other organizations.

Finally, employees of the club are required to complete all of three of these checks and have their forms available for inspection or audit by the club.