

Mt. Lebanon Band Builders Volunteer Clearance Instructions

Any Mt. Lebanon Band Builder member that wishes to chaperone band events must have their volunteer clearances. This is a requirement of the Mt. Lebanon School District and the state of Pennsylvania. The instructions below will tell you how to obtain and/or update your clearances. Once complete, your clearances will be valid for five years. If you have any questions, please feel free to contact the President of Mt. Lebanon Band Builders, Jodi Kubit, at kubits@verizon.net.

If you have lived in Pennsylvania for 10 years or longer:

1. Complete a Pennsylvania Child Abuse History Clearance (Act 151) request. Simply click on the link below, create an individual account, and complete the online form to receive and print your clearance form. <https://www.compass.state.pa.us/cwis/public/home>
2. Complete a Pennsylvania State Police Criminal Record Check (Act 34) request. Simply click on the link below, click on New Record Check and complete the online form to receive and print your record. <https://epatch.state.pa.us/Home.jsp>
3. Print and complete the "10-Year Resident of Pennsylvania Affidavit" form.

http://www.mtisd.org/uploaded/District/Clearance_docs/volunteers_residing_in_pa_for_10_years_affidavit.pdf

4. Make copies of all three forms for your personal files.
5. Take all three forms to the high school main office and turn them in to the Principal's secretary. Your name will be added to the database of cleared volunteers and you should be given a card indicating that you have turned in all clearance paperwork.

If you have not lived in Pennsylvania for 10 years or longer:

1. Complete a Pennsylvania Child Abuse History Clearance (Act 151) request. Simply click on the link below, create an individual account, and complete the online form to receive and print your clearance form. <https://www.compass.state.pa.us/cwis/public/home>
2. Complete a Pennsylvania State Police Criminal Record Check (Act 34) request. Simply click on the link below, click on New Record Check and complete the online form to receive and print your record. <https://epatch.state.pa.us/Home.jsp>
3. Obtain a FBI Federal Criminal History Record (Act 114) by visiting www.pa.cogentid.com for information and locations of fingerprint sites. *This may take up to four weeks to obtain, so if you want to chaperone this fall, please start processing your FBI records ASAP.*
4. Make copies of all three forms for your personal files.
5. Take all three forms to the high school main office and turn them in to the Principal's secretary. Your name will be added to the database of cleared volunteers and you should be given a card indicating that you have turned in all clearance paperwork.