The State of Pennsylvania requires all volunteers and coaches submit the following paperwork. Clearances are required for **everyone** who has "regular" contact with the team's players.  This includes **ALL** coaches, scorekeepers, team managers, etc...

**1.     PA Criminal Record Check**

**Cost:** Free if you are a volunteer.

**Expected Wait Time:** Should be received within two weeks

**Manner Received:**You will receive your results online with a paper copy
[PA REQUEST FOR CRIMINAL BACKGROUND CHECK](https://epatch.state.pa.us/Home.jsp)

**2.     PA Child Abuse History Clearance**

**Cost:**Free if you are a volunteer

**Expected Wait Time:**Should be received within two weeks

**Manner Received:**Online with paper copy
[PA CHILD ABUSE HISTORY CLEARANCE](https://www.compass.state.pa.us/cwis/public/home)

**3.     Federal (FBI) Criminal History Record Check**

**Cost:** $27.00

**Payable With:**Online with credit card, money order or cashier's check
**Expected Wait Time:**Should be received within two weeks
**Manner Received:**Mailed to your home

**Other Important Information:**

1. The fingerprint background check is a multiple-step process.
2. The applicant must register prior to going to the fingerprint site:
	* Registration is completed online 24 hours/day, seven days/week at [www.pa.cogentid.com](http://www.pa.cogentid.com/).

**You do NOT need the FBI Clearance if you meet the following TWO criteria:**

1. You have been a resident of Pennsylvania for the **ENTIRETY of the past 10** years **AND**
2. You have **NEVER been convicted of a Disqualifying Offense**

If you can answer "**yes**" to both of the above points, you are eligible to waive the Federal Criminal History Record Check (FBI Fingerprint).
[FBI FINGERPRINT WAIVER](http://my.llfiles.com/00210514/FBI-Fingerprint-Waiver.pdf)

Please send all clearances to ufaaapa@gmail.com once received