

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](#)

### **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](#)

### **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](#)

### **4 UFAAA Code of Conduct Policy**

1. This policy must be read and signed by any volunteer in the UFAAA organization.

**Cost:** Free

**Expected Wait Time:** Instant

**Manner Received:** Must download, read, sign and submit document.

Please send all clearances to [ufaaapa@gmail.com](mailto:ufaaapa@gmail.com) once received