



Background Check Information for Lutheran Camping Corporation Volunteers

Beginning in 2015, all individuals wishing to volunteer during the summer camping season at Kirchenwald, Nawakwa, and The Wittel Farm will be required to acquire the following clearances:

PA Child Abuse History (CY-113):

Instructions for online and paper submission are available at:

<http://www.dhs.pa.gov/provider/childwelfareservices/childabusehistoryclearanceforms/#.VtX2PtCb0hU>

This clearance is free.

PA State Police Criminal Record Check (SP4-164)

Instructions for online and paper submission are available at <https://epatch.state.pa.us/>

This clearance is free.

Volunteers who have lived in PA for fewer than 10 years are also required to obtain an **FBI Fingerprint Record Check.**

There is a \$25.75 fee.

This is a two-step process.

To pay by credit card:

1. Register online at www.pa.cogentid.com/index_dpwNew.htm
2. Go to any fingerprinting location (sites are listed on the above website) with your photo ID within 90 days of registering. The report will be sent to you.

To pay by money order or cashiers check:

1. Register online at www.pa.cogentid.com/index_dpwNew.htm
2. Go to any fingerprinting location (sites are listed on the above website) with a money order or cashiers check made payable to 3M Cogent and your photo ID within 90 days of registering. The report will be sent to you.

Finally, we suggest that all volunteers working with children at our sites complete a free three-hour online course covering the responsibilities and training of mandated reporters. This training is available at www.reportabusepa.pitt.edu/