

**Hawk Mountain Council**  
**Clearance Process for NEW Volunteers**  
**Effective August 25, 2015**

**Overview:**

Effective August 25, 2015 as part of Pennsylvania Act 153, all individuals seeking to become new volunteers for Scouting in PA will need to possess several specific clearances before beginning volunteer work with Scout youth.

Before beginning your volunteer work with Scout youth, you will need to do the following:

**Step 1:**

Secure the following clearances:

A. PA State Police criminal history. Online: <https://epatch.state.pa.us/Home.jsp>

B. PA Dept. Human Services Clearance. Online: <https://www.compass.state.pa.us/CWIS>

C. FBI finger print criminal history – **(Volunteers not living in PA for entire prior 10 years)** - \$25.75. Online: [https://www.pa.cogentid.com/index\\_dpwNew.htm](https://www.pa.cogentid.com/index_dpwNew.htm)

**OR...**

D. Complete the “Disclosure Statement Application for Volunteers” – **(Volunteers who have lived in PA for entire prior 10 years)** – No charge. Available from The Hawk Mountain Council website. To download the Form, [Click Here](#).

**Step 2:**

Complete the “new” Boy Scouts of America Adult Application and online Youth Protection Training (print out completion certificate).

**Step 3:**

Submit your clearances, adult application and Youth Protection Certificate to your unit committee chairman or to the council office.

**Note:** You will need to show the “Original” clearance documents to your committee chairman or council office for visual approval and provide them with a “copy” of the clearance documents.

**Step 4:**

Under the guidance of your unit leader, complete the required training for your new position.