Clearances Needed for Diamond Ridge Camps - for ADULTS: 18 years+

Complete your clearances NOW; cost will be higher if we must have them done for you by outside service company.

All Employees (except food service and maintenance) need to obtain these. There is a specific page for minors on our site.

1 PA Child Abuse Clearance

ADULTS
Once done good for 5 years

Cost if done by you $13.00

3rd Party Cost will be higher

If you have one that is less than 5 years old, send a copy to camp. 'Google' **pa child abuse compass** or go directly to the website listed

https://www.compass.state.pa.us/cwis/public/home

You will first have to create an individual Child Portal account with a name ID and a password. You will need an email address. Answer the security questions, they will send a temporary password to your email address; then you can set up your permanent password which you should write in below. After paying by credit card, keep checking your email for notification that your request has processed; then log back into your account to get the copy of your clearance. **Camp needs a copy for your file**. Bring your original & we'll make a copy, or email the clearance to heather@diamondridgecamps.com

Please record your Child Portal ID and your chosen Password on this worksheet for your records; this is helpful should you need a clearance copy for a different position at some time in the future.

Keystone Personal ID: _____Password:_____

2 PA State Police Criminal Check "State Police Check"

ADULTS

Cost if done by you $22.00

3rd Party Cost will be higher

Dated Sept, 2019 to June, 2020

Done yearly as a requirement for American Camp Association

If this is your first summer working at DR Day Camps, you must obtain the criminal check. If you have one from another job that is dated within the time frame in the orange block on the left, you may send that one to camp. If you need a new one, 'Google' **epatch or type in the website:**

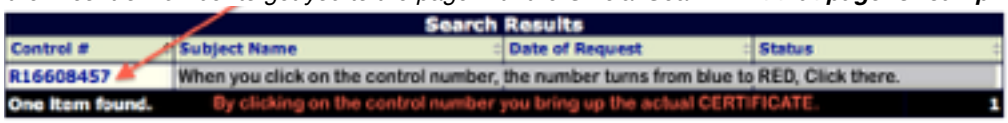
https://epatch.state.pa.us/

Select "**Submit a new record check**". Do **NOT** click on the yellow volunteer button; as this is invalid for employed persons. The reason for the request would be: EMPLOYMENT.
Write all of this information down because you will need it to access a copy of your criminal check.

Control Number (starts with a letter) _____ Request Date _____

The name you applied under: _____ _____ _____
first middle (optional) last

YOU MUST PRINT OUT THE CERTIFICATION *with the OFFICIAL SEAL. When you see the search results, click on the R control number to get you to the page with the Official Seal.* ***Print that page for camp.***



Scan your copy and email it to heather@diamondridgecamps.com, or bring to camp & we'll make a copy.

3 FBI Fingerprint Background Check

ADULTS
Good for 5 years

Handled thru IdentoGO
Service Code 1KG756

Cost if done by you $22.60

3rd Party Cost will be higher

If you need to obtain a FBI Fingerprint background Check:
Go to this website:

https://uenroll.identogo.com/workflows/1KG756

Click on schedule appointment. Pull out your ID card (use whatever you will bring to the fingerprint site to prove your identity; for example - a Driver's License or State ID Card)

There are 4 items on this page - Start with #1- scheduling an appointment. This is actually your registration ... your name on registration must exactly match your ID. **NOTE: If you have no middle name**, you need to fill out that blank as **NMN**.

Fill out requested info, make the appointment and Pay by credit card.

* Do you have an Authorization Code (Coupon Code) that you will be using as a method of payment? NO

Identigo will send you a confirmation #, called their **UE ID**. Look for an email from:
nobody@uemail.identogo.com
Camp will need a copy of your final report - it is usually a front & reverse side. We need both sides.
Scan your copy and email it to heather@diamondridgecamps.com, or bring your original to camp & we'll make a copy.