

DIAMOND RIDGE CAMPS

Clearances Needed to Work at Camp - FOR MINORS

If you will turn 18 between now and the end of camp, you should wait until you turn 18 and then do the required checks.

OTHERWISE, THESE ARE DUE NOW! GET STARTED. Have a question? Call!

1

PA Child Abuse Clearance

MINORS
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: _____

PA State Police Criminal Check "THE PSP"

MINORS
Once you have this, it's valid until you turn 18.

Cost \$22.00

3rd Party Cost will be higher

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.**

Search Results				
Control #	Subject Name	Date of Request	Status	
R16608457	When you click on the control number, the number turns from blue to RED. Click there.			
One Item found. By clicking on the control number you bring up the actual CERTIFICATE.				

Scan your copy and email it to heather@diamondridgecamps.com, or mail the copy to camp.

2

FBI Fingerprint Background Check

Handled thru Identogo
Service Code 1KG756

Cost if done by you \$22.60

3rd Party Cost will be higher

Everyone, even Minors, need to have fingerprinting credentials in order to work at camp. To get fingerprinted, you must bring Identification and acceptable forms are listed here. (driver's license or U.S. passport the most common)

http://keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/c_267908.pdf

Don't have a driver's license or U.S. passport? Then you will need to bring your social security card or a certified birth certificate (with seal) **AND** a parent who will fill out the boxed item PA PHOTO ID WAIVER FOR MINORS on reverse **in the presence of the fingerprinting official.**

Begin the process with registration here:

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

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. **Need help? Use this help line: 844-321-2101 or 844-321-2124**

3