



Volunteer

Background Check User Guide

Updated 07.2025



Background Check: Process

All volunteers are required to complete the background check process mandated by the state of Pennsylvania.

The Child Protective Services Law mandates background checks for all volunteers. The Board of Directors for PEAQ manages the volunteer clearance process for coaches and volunteers of the team.

It is important to note that clearances are processed by agencies outside of PEAQ. Some items may take some time to be completed; please ensure that as a volunteer, you complete the process as soon as possible.

Clearances are required to be renewed every 5 years.

Background Check – Process

Steps to Become a Volunteer

1. Obtain the following required clearances:

- A. PA Criminal Record Check (Act 34), FREE
Follow the instructions through to the Certification Page. Once the search results table appears, click on the Control Number. Click on the Certification Page to access, save and print your official Clearance.
- B. PA Child Abuse History (Act 151), FREE
Creating an account and submitting your clearance application online will give you immediate access to your results or the status of your results if your results cannot be processed immediately.

Please note the following from the [Pennsylvania Child Welfare Information Solution](#):

"Volunteer applicants are eligible to receive one Pennsylvania Child Abuse History Certification free of charge every 57 months. To be eligible for free-of-charge certification, an applicant must meet the following criteria:

- *The applicant must not have received a background certification free of charge within the previous 57 months;*
- *The background certification is necessary to satisfy the requirements under Chapter 63, subsection 6344(b); and,*
- *The certification shall not be valid or used for any other purpose, including employment.*

If a volunteer applicant has received a Pennsylvania Child Abuse History Certification free of charge within the previous 57 months, the applicant is required to provide either an \$13.00 credit/debit card payment or an authorization code from the organization that is requesting the applicant obtain a Pennsylvania Child Abuse History Certification."

- C. If applicable, Act 114, \$23.25; Individuals who have resided in Pennsylvania for the past 10 consecutive years DO NOT need to obtain this clearance.
Once on the [IndentoGO website](#), select Schedule or Manage Appointment, where you will complete the online form to begin processing your clearance. (Volunteers should use Service Code 1KG6ZJ) During this process, you will have the opportunity to locate and make an appointment at a fingerprinting service center. Be sure to bring all [required documentation](#) to your appointment.

Officials at the Pennsylvania Department of Human Services (DHS) will review the results of the FBI fingerprint record check and will send the applicant a letter that indicates the result of the review and whether or not the applicant is eligible for a position that involves direct contact with children. The report will be on DHS letterhead and will be from the Office of Children, Youth and Families. The applicant will provide a copy of the letter to the District for review.

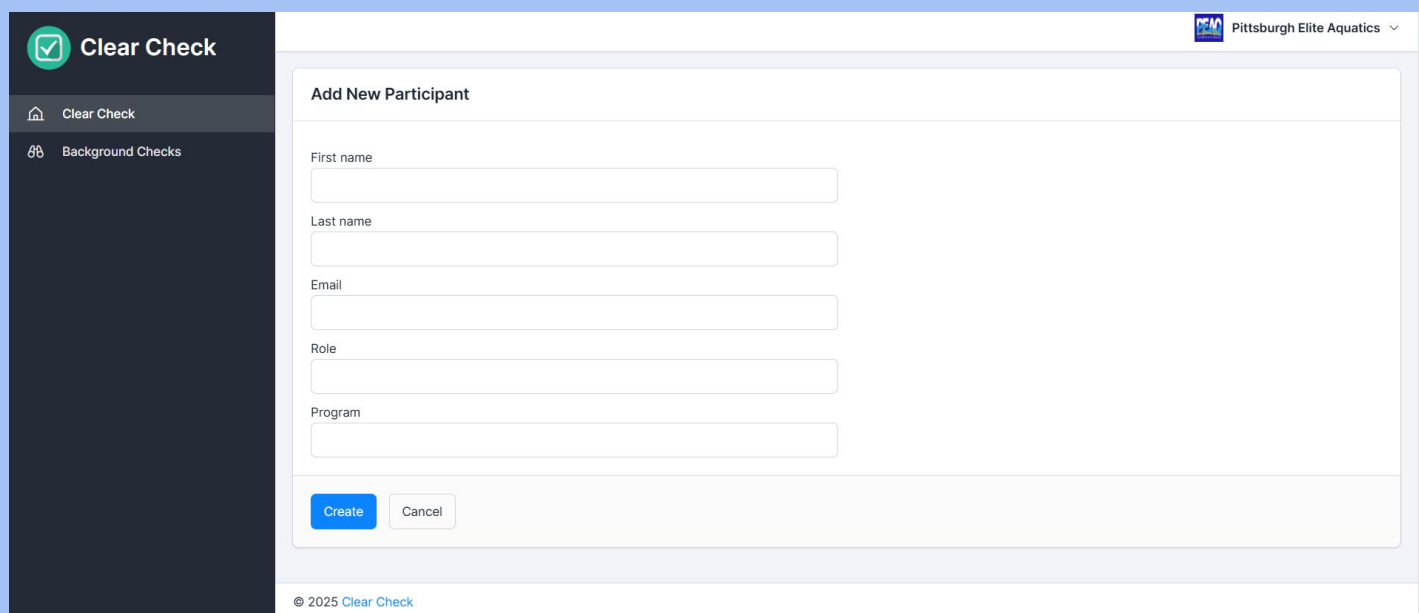
Background Check – Process

Using Clear Check

Volunteers should then complete the webform at clearcheck.me/peaq to begin the clearance verification process. All volunteers are then sent instructions for creating their Clear Check profile (screenshot below) and completing their clearance verification on peaq.clearcheck.me.

Once you've created your profile, parent volunteers follow the steps to upload a copy of the PA Child Abuse History Certification, the PA Criminal Background check and signed [volunteer disclosure statement](#) for parent volunteers. Your information will then be reviewed; once processed, you will be cleared to begin volunteering with the team.

Questions? Please feel free to reach out to peaqclearances@gmail.com and someone will assist you.



The screenshot shows the 'Add New Participant' form in the Clear Check system. The interface includes a dark sidebar on the left with a 'Clear Check' logo and navigation links for 'Clear Check' and 'Background Checks'. The main form area has a title 'Add New Participant' and a dropdown menu for 'Pittsburgh Elite Aquatics'. The form contains five input fields: 'First name', 'Last name', 'Email', 'Role', and 'Program'. At the bottom of the form are two buttons: 'Create' (in blue) and 'Cancel' (in grey). A footer at the bottom left of the page reads '© 2025 Clear Check'.

Thank you for supporting PEAQ!