



Volunteer Clearances

Thank you for your interest in serving as a volunteer! Your time and talent are important contributions to our community and the program we offer children.

All Miquon volunteers who are responsible for the welfare of a child or have direct volunteer contact with children must complete child clearances. Direct volunteer conduct is the care, supervision, guidance or control and routine interaction with children. Routine interaction with children is regular and repeated contact that is integral to a volunteer. *Please note that clearances must be obtained and on file with the school before a parent may volunteer.* Examples of volunteers requiring clearances include but are not limited to: attending a field trip, driving children for school-related trips, running a minicourse, etc. Occasions when clearances are not required include: the Halloween Parade, Winter Assembly, Spring Fair, Graduation, Friday assemblies, classroom presentations, assembly, or sharing in the classroom with a Miquon staff member present.

Required Clearances:

1. [Child Abuse History Clearance from the Department of Human Services \(Child Abuse\)](#) (free)
2. [Criminal Background Check from the Pennsylvania State Police](#) (free)
3. [FBI Fingerprint Federal Criminal History](#) (fee*) or Affidavit**

**Should this cost create a barrier to your ability to volunteer, please contact the Business office..*

***FBI Background Check via fingerprinting is required only if the volunteer has NOT lived in Pennsylvania continually for the past 10 years. If you have lived in Pennsylvania for the past 10 years, please complete the affidavit in lieu of fingerprinting. Instructions for obtaining fingerprints are listed on the reverse side of this page.*

Instructions

Each volunteer must complete and submit Child Abuse and Criminal Record clearance documentation every thirty-six (36 months) and meet the requirements set forth in Miquon's policy and Pennsylvania law.

Clearances are valid for 36 months from the date of certification. If you already have valid clearances, you will not need to complete them again. Please provide documentation to Jennifer Sharp in the Business Office at Miquon.

Volunteers who do not already have clearances must obtain them prior to becoming a volunteer.

Your results should be submitted to Jennifer Sharp, The Miquon School, 2025 Harts Ln, Conshohocken, PA 19428. You may also email them to Jennifer. Please direct questions about the volunteer process to Jennifer in the Miquon Business Office by emailing businessoffice@miquon.org or by calling 610-828-1231. Information provided to The Miquon School surrounding background information is confidential.

Obtaining Child Abuse History and Criminal Record

Please go online to complete your child abuse history record and your criminal record check.

1. DHS [Child Abuse History Clearance](#) (free)
2. PSP [Criminal Background Check](#) (free)

When completing the requestor information, please indicate school contact information: The Miquon School, 2025 Harts Lane, Conshohocken, PA 19428

Please also check the "Volunteer" box on each form.

Please submit a copy of your results to Jennifer Sharp at Miquon, and keep a copy for your records.

Obtaining Fingerprints (FBI) (Only required if you have not lived in PA for 10 or more years.)

Please go online to complete your federal criminal history clearance:

1. Go to the [Identogo](#) website.
2. Enter the DHS Volunteer service code 1KG6ZJ and select Schedule or Manage an appointment.
3. Fill in all of your information to complete registration. Print your registration. You should receive an ID# (UEID#) which you will need to take with you when you get the prints done.
4. After registration, when prompted, select a location and time to be fingerprinted. No appointment is needed; however, you may find that it is more convenient to schedule an appointment to avoid wait time.
5. Once you have selected the location, you will go to that location to have the prints done. Please be sure to have with you your 1) driver's license as proof of identification as well as 2) registration ID # (UEID). If you do not have a Driver's License, please contact the Business Office for a list of other acceptable forms of identification.
6. An unofficial copy of your results will be emailed to you.* Upon receipt of these results, please provide the UEID # and a copy of your results to Jennifer Sharp at Miquon, and keep a copy for your records.

** Please note that the link provided in the email may be accessed only one time. Please be sure to print the results right away and/or save a copy as a PDF for future reference.*