

Volunteer Clearances

Due to various changes in the law, volunteers that will have any contact with students must have the correct forms on file with West-Mont Christian Academy. These forms include:

- 1.) Criminal Record Check form (SP4-164),
- 2.) PA Child Abuse History Clearance form (CY113)
- 3.) FBI fingerprinting, which is done through the CCIU (Chester County Intermediate Unit)

Volunteers must first make arrangements for the FBI fingerprinting at www.pa.cogentid.com. You must register online before visiting the fingerprinting site. After you have been fingerprinted, you may go back to the website within 24 hours and print a receipt that confirms that the procedure was done. Volunteers are responsible for the \$40 fee (please note that the FBI fingerprinting is a one-time thing and you may use this for volunteering in other organizations).

Bring this receipt to WCA along with the Criminal Record Check and Child Abuse Clearance forms. WCA will cover the cost to process the Criminal Record Check and the PA Child Abuse History Clearance forms.

Important: Please note that WCA will receive the original Criminal Record Check, but that you will receive the original Child Abuse Clearance and FBI fingerprinting. You must submit the originals of these forms to WCA, we will make a copy and return the originals to you.

