



Dear Prospective Volunteer,

Thank you for interest in volunteering at the Lancaster Public Library. Your willingness to share your time and talents will enrich our library and enhance our ability to serve the public! My goal is to schedule an interview with you to learn more about your interests and match your skills and enthusiasm with our volunteer opportunities.

Volunteers must be 16 years of age or older, and all volunteers over the age of 18 must submit a Criminal Record Check and PA Child Abuse History Clearances, as well as a fingerprint-based Federal Criminal History background check. If you have lived in PA for 10 consecutive years, rather than pursue the fingerprint based background check, you can sign a Disclosure Statement. Fees are waived for volunteers for the PA Criminal Record Check and the Pennsylvania Child Abuse History Clearance. However, the FBI fingerprint certification is federal and the fee is not waived.

The process could take up to two weeks to complete but you can apply online and expedite the process. Below are the links for pursuing your Criminal Record Check, PA Child Abuse History Clearance, and the fingerprint-based Federal Criminal History background check online:

PA Criminal Record Check – <https://epatch.state.pa.us>

- PATCH Helpdesk 1-888-QUERY-PA (1-888-783-7972)

Pennsylvania Child Abuse History Clearance – www.compass.state.pa.us/CWIS

- Contact the CWIS Support Center at 1-877-343-0494

Fingerprint based federal criminal history (FBI) – www.pa.cogentid.com/index_dpw.htm

- Complete if you have NOT resided in PA continuously for the past 10 years
- \$27.50 fee

OR

Sign a Disclosure Statement – document available at interview

- Complete if you have resided in PA continuously for the past 10 years
- Certifies you have not committed crimes that would disqualify you from volunteering

You may schedule an interview before applying for the certifications but a volunteer may not begin until all required certifications are received. I will call you to follow up on your application as opportunities become available, and I will keep your application on file for six months. Please let me know if you have any questions about next steps, and thanks again for taking the time to learn more about volunteering with the Lancaster Public Library.

All the best,

Leigh Kaliss
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