



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!

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 Clearance, 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 \$21.35 (paid by the applicant).

The process could take up to two weeks to complete but you can apply online and expedite the process.

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

FBI Fingerprint based federal criminal history – www.identogo.com/locations/pennsylvania

- Click Digital Fingerprinting
- Service Code = 1KG6ZJ
- Enter Information into a series of tabs to schedule your appointment
 - Essential Info
 - Citizenship
 - Personal Questions
 - Personal Info
 - Address
 - Documents
 - Location
 - Date & Time

OR

Sign a Disclosure Statement – provided at time of 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

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

Leigh Kaliss

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Lancaster Public Library

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