



Required Legal Documents

You cannot be considered an active member of F.O.R.M. or participate in any F.O.R.M. activities until all of the following required documents are on file with the Vice President.

If you have any questions, please contact the current Vice President, Daniel Zahn. Email zahn@psu.edu or text/call 610-297-6208.

All students must have a PA State Criminal Background Check (see 1), a Self-Disclosure Form (see 2), a PA Child Abuse History Clearance (see 3), and a certificate of completion for Reporting Suspected Child Abuse Training (see 4). If you do not have any other these forms, please follow the instructions below to obtain them.

Students who are not PA residents or have lived in PA for less than 10 years must obtain FBI Fingerprinting (see 5). If you do not have fingerprints, please follow the instructions below to obtain them.

1. PA State Criminal Background Check

- a. Go to <https://epatch.state.pa.us/Home.jsp>
- b. Click “New Record Check” (Volunteers Only)
- c. Accept the statement
- d. Fill out required sections and click “Next”
 - i. Under “Volunteer Organization Name” put Penn State University
- e. Click “Proceed”
- f. Fill out required sections
- g. Click “Enter This Request”
- h. Click “Finish”
- i. Click “Submit”
- j. Wait for it to process—Do not leave the website
- k. Click on your control number
- l. Click “Certification Form”
- m. Send the certificate to formatpsu@gmail.com
- n. Print certification and hand in to the Vice President

2. Self-disclosure Form

- a. Go to <http://universityethics.psu.edu/sites/universityethics/files/volunteer-exemption-from-fbi-affirmation-form-11-2015.pdf>
- b. Print and fill out the sheet
- c. Bring to the Vice President and have them (or someone else) sign as a witness



3. PA Child Abuse History Clearance

- a. Go to <https://www.compass.state.pa.us/cwis/public/home>
- b. Click “Create Individual Account”
- c. Click “Next”
- d. Create a Keystone ID and fill out all required information
- e. Click “Finish”
- f. Check your email for your temporary password
- g. Go to <https://www.compass.state.pa.us/cwis/public/home>
- h. Click “Individual Login”
- i. Click “Access My Clearances”
- j. Click “Continue”
- k. Login with your Keystone ID and temporary password
- l. Choose your own password and click “Submit”
- m. Click “Close Window” and a new window will open
- n. Login with your Keystone ID and chosen password
- o. Accept the Terms and Conditions and click “Next”
- p. Click “Continue”
- q. Click “Create Clearance Application”
- r. Click “Begin”
- s. Select “Volunteer Having Contact with Children”
- t. Select “Other” and type Penn State University under “Agency Name”
- u. Click “Next” and fill out the rest of the application
- v. Forward confirmation of application email to formatpsu@gmail.com
- w. When you receive, the email containing results, select the green box to view your results
- x. Download the PDF and send it to formatpsu@gmail.com
- y. Print out a PDF and hand it in to the Vice President

4. Reporting Suspected Child Abuse Training

- a. Go to <http://LRN.psu.edu>
- b. Create a volunteer login
- c. Watch video and take test
- d. Download certificate and send it to formatpsu@gmail.com
- e. Print certificate and hand in to the Vice President

Students who are not PA residents or have lived in PA for less than 10 years.

5. FBI Fingerprinting

- a. Go to https://www.pa.cogentid.com/index_dpwNew.htm



- b. Under Registration, click “Register Online”
- c. Accept the notice and click “Next”
- d. Fill out the form but do not select the initial box. Click “Next”
- e. Fulfill the rest of the registration
- f. After you are registered, take to the fingerprint site your RegistrationID, in any legible format, and give it to the Livescan operator. No appointment is necessary.
- g. Fingerprint process takes about 15 minutes.
- h. After you are fingerprinted, a unique TCN (Transaction Control Number) is created for you. You can write this down or print it in a receipt from our website at www.pa.cogentid.com.
- i. A response from the fingerprinting will return within a week.