

# RASA Background Check Procedure

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RASA has instituted the following background check procedure for all adults volunteering as coaches, assistant coaches, and for any activity that requires direct and routine contact with children participating in a RASA activity. The following three (3) items are required for all RASA volunteers:

- 1) Pennsylvania State Police Criminal History Record: This document can be obtained online at <https://epatch.pa.gov/home> (see sample below)
- 2) Pennsylvania Child Abuse History Clearance: This document can be obtained online at <https://www.compass.state.pa.us/CWIS/Public/Home> (see sample below)
- 3) A copy of your Driver's License showing your current address (must match the address on both of your background checks)

The online background checks are currently offered online for free. Criminal History and Child Abuse records are considered valid for 5 years. However, RASA may request a copy of any/all of the three (3) items (State Criminal, PA Child Abuse Clearance, State Identification) at any time.

All volunteers must submit the three (3) documents before any RASA activities commence.

Please send the forms to RASA

- By Email: [rasabackground@gmail.com](mailto:rasabackground@gmail.com)
- By Mail: RASA, PO Box 733, Quakertown, PA 18951

Thank you for your support as we all look forward to another safe and fun softball season.

## **SAMPLE: PA State Police Criminal History Record**

### **Pennsylvania State Police**

1800 Elmerton Avenue  
Harrisburg, Pennsylvania 17110

### **Response for Criminal Record Check**

**THE CERTIFICATE IS ONLY VALID FOR VOLUNTEER PURPOSES. THE PENNSYLVANIA STATE POLICE DOES NOT AUTHORIZE THIS FORM FOR ANY OTHER USE**

**JOHN ADAM SMITH  
100 MAIN STREET  
QUAKERTOWN PA 18951**

**TELEPHONE (215) 538-0000**

**TO WHOM IT MAY CONCERN:**

**THE PENNSYLVANIA STATE POLICE DOES HEREBY CERTIFY THAT:**

**Name:** Smith, John Adam  
**Date of Birth:** 02/29/1991  
**Social Security #:** xxx-xx-0101  
**Sex:** M  
**Race:** White  
**Date of Request:** 01/01/2016 08:15 PM  
**Purpose of Request:** Volunteer

**Maiden Name and/or Alias (1) (2)**  
**(3) (4)**

**\*\*\* HAS NO CRIMINAL RECORD IN PENNSYLVANIA BASED ON A CHECK BASED ON THE ABOVE IDENTIFIERS - REFER TO CONTROL #R21548129 \*\*\***

THE RESPONSE IS BASED ON A COMPARISON OF DATA PROVIDED BY THE REQUESTER AGAINST INFORMATION CONTAINED IN THE FILES OF THE PENNSYLVANIA STATE POLICE CENTRAL REPOSITORY ONLY. PLEASE CONFIRM IDENTIFIERS PROVIDED. POSITIVE IDENTIFICATION CANNOT BE MADE WITHOUT FINGERPRINTS THE PENNSYLVANIA STATE POLICE RESPONSE DOES NOT PRECLUDE THE EXISTENCE OF CRIMINAL RECORDS, WHICH MIGHT BE CONTAINED IN THE REPOSITORIES OF OTHER LOCAL, STATE, OR FEDERAL CRIMINAL JUSTICE AGENCIES.

THE INFORMATION ON THIS CERTIFICATION FORM CAN BE VALIDATED BY ACCESSING THE PENNSYLVANIA ACCESS TO CRIMINAL HISTORY (PATCH) RECORD CHECK STATUS SCREEN (<https://epatch.state.pa.us/RCStatusSearch.jsp>) AND SUBMITTING A STATUS CHECK REQUEST THAT CONTAINS THE FOLLOWING - SUBJECT'S NAME (EXACTLY AS INITIALLY ENTERED), CONTROL NUMBER AND DATE OF REQUEST. PATCH WILL FIND AND DISPLAY THE CORRESPONDING RECORD CHECK REQUEST. DETAILS ON THE REQUEST CAN BE VIEWED BY CLICKING ON THE CONTROL NUMBER. YOU WILL BE ABLE TO VERIFY IF THIS REQUEST WAS SENT OUT AS A NO RECORD OR RECORD RESPONSE BY THE PENNSYLVANIA STATE POLICE.

QUESTIONS CONCERNING THIS CRIMINAL RECORD CHECK SHOULD BE DIRECTED TO THE PATCH HELP LINE TOLL FREE AT 1-888-QUERY-PA (1-888-783-7972).

**Certified by:**



**Lieutenant Kevin J. Deskiewicz, Director**  
Criminal Records and Identification Division

**DISSEMINATED BY: SYSTEM**  
01/01/2016 08:15 PM

## SAMPLE: PA Child Abuse History Clearance



### PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

JOHN ADAM SMITH

100 MAIN STREET

QUAKERTOWN PA 18951

CERTIFICATE ID: ABCDEFGH3K

VERIFICATION DATE: 01/01/2016

SOCIAL SECURITY #: XXX-XX-0101

DATE OF BIRTH: 02/29/1991

The above named person has applied for a Pennsylvania Child Abuse History Clearance pursuant to Chapter 63 of 23 Pa. Consolidated Statutes Annotated relating to the Child Protective Services Law. NO RECORD EXISTS in the Pennsylvania Department of Public Welfare's statewide Central Registry listing the applicant as a perpetrator of an Indicated or Founded report of child abuse or an Indicated or Founded report for school employees.

Applicants are required to show the Administrator the results of their Child Abuse History Clearance. Administrators are required to keep a copy of this Child Abuse History Clearance on file. Any person altering the contents of this document may be subject to civil, criminal or administrative action.



*ISSUED BY* Commonwealth of Pennsylvania  
Department of Public Welfare  
CHILDLINE AND ABUSE REGISTRY  
ChildLine Verification Unit  
P.O. Box 8170  
Harrisburg, PA 17105-8170  
1-877-371-5422

**ANY ALTERATION OR ERASURE VOIDS THIS DOCUMENT**

