



# Information about Required PA Background Checks

All referees, assessors, and instructors must provide the following four items:

1. 1.PA State Police Criminal Record Check (PATCH)
2. 2.PA Child Abuse History Clearance
3. 3.FBI Criminal Background Check
4. 4.Safe Sport Training

**Please Note:** The law provides that the FBI Criminal Background Check may be replaced for minor children (referees who are and will be 14-17 years old for the year) by a signed (by parent or guardian) and notarized **affidavit** attesting that the child has not committed any of the disqualifying crimes. **If you are turning 18 years of age in 2022 you will need a FBI Clearance.**

## 1. PA State Police Criminal Record Check (PATCH)

1. This background check may be completed online at <https://epatch.state.pa.us/>.
2. The PATCH background check costs approximately \$22 and requires a credit card for processing.
3. Select "Submit a New Record Check" and accept the Terms and Conditions
4. Select Reason for a Request as "Employment" and complete the steps in the process.
5. The results for this check are generally returned immediately upon application through the internet. Save a copy of this clearance on your computer and print a copy to be mailed.

## 2. PA Child Abuse History Clearance through the PA Department of Human Services

1. The Child Abuse background check costs approximately \$8 and requires a credit card for processing.
2. This background check may be completed online at <https://www.compass.state.pa.us/cwis/public/home>.
3. If you do not have an individual account, Select "Create Individual Account" then "Next" and create a Keystone ID to create your profile.
4. The results for this check are generally returned within a few minutes or a few days.
  1. If you receive it online, save a copy of this clearance on your computer and print a copy to be mailed.
  2. If you receive your clearance via the mail, make a copy to be mailed. Keep your original.

## 3. FBI Criminal Background Check

1. If you are 14-17 years old and not turning 18 in 2022, you should instead have your parent or guardian complete and then get notarized the **Minor Child Qualification Affidavit**.
  1. This affidavit must be notarized and attests that you have not committed any of the disqualifying crimes per Act 153.
  2. If you are 18 or older or will turn 18 in 2022, you must obtain a FBI Criminal History Report.
  3. Once you reach 18 years of age, you will need to get the FBI Criminal History Report.
2. The FBI background check costs approximately \$22.60 and requires a credit card for processing.



3. This background check may be begun online at  
<https://uenroll.identogo.com/>
4. This link will take you to the page managed by IdenToGO for the state of PA to help individuals attain an FBI clearance.
  1. *The Department of Human Services* link is your preferable option if you just referee Saturday/Sunday futsal, community club/classic games. **SERVICE CODE 1KG756**
  2. If you referee high school/PIAA as well, please use the Department of Education version (you may need to affiliate with a school). Otherwise, the PIAA will not accept it. You will need **SERVICE CODE 1KG6XN**
5. This background check will require you to go to a fingerprinting location in PA. Locate a fingerprint location from the web site, and take the confirmation page with you. The fingerprint scan will generally take 10-15 minutes.
6. The results of this check are generally returned within 4 to 10 weeks after your fingerprints have been taken.
7. When you receive your clearance via the mail, make a copy to be mailed. Keep your original.

Your background certifications under Act 153 are valid for sixty (60) months or five (5) years. Once you have all three clearances (or the two clearances and your notarized minor affidavit), you will need to upload them in to the Affinity system. We cannot accept emails of clearance documents.

#### 4. Safe-Sport Training

USSF has required that everyone 18 and older to gets Safe-Sport training. Once your have completed this training , upload a copy to Affinity.

Please navigate to the following web address to complete your Safe Sport Training. The access code can be used to access the training at zero cost. Please be sure to add 'U.S. Soccer' to your membership profile upon registration of an account:

<http://safesport.org/authentication/register?token=ee57337f-31f9-421d-b095-82fc8c8c4c41>

Access Code: YC3E-6P5G-YYIL-CS2M

**Refresher courses are due yearly at no charge.**

Once you have all three clearances (or the two clearances and your notarized minor affidavit), and your Safe-Sport Certificate upload them in to the Affinity system.

**We cannot accept emails of clearance documents.**

#### Work Permits

If you are 14-17 and still in secondary/high school, you **MUST OBTAIN** a Work Permit. You will get this at your school guidance office and upload to Affinity.

Please contact the PA West Futsal Director of Referees with any questions. [Click Here for Contact](#)