

Adult Volunteer Application Procedures

- Applicants should return their completed & signed Adult Volunteer application and the two original background check certificates directly to the Administrative office. If they need to arrange a time to drop off their application, feel free to email Julie Schultz at schultz@haverfordlibrary.org or Donna Reeves, Business Manager at reeves@haverfordlibrary.org (if Julie is unavailable).
- **ALL** Volunteer Applicants 18 years and older will need to provide recent copies (less than 4 yrs since completed) of the Pennsylvania Clearances for both PA Child Abuse History Clearance & PA Criminal Background Check Clearance along with the Adult Volunteer application.
- The applicant is responsible to obtain the background check official Certificates and pay any fee if required. Once original background Certificates are provided a copy of each will be attached to the volunteer application for review and originals returned to the applicant.

Pennsylvania Child Abuse History Clearance:

<https://www.compass.state.pa.us/cwis/public/home> - Choose Create Individual Account to create your own User Name (Keystone ID) and complete online record check.

Pennsylvania Criminal History Clearance:

<https://epatch.state.pa.us/Home.jsp> - Choose New Volunteer Record Check. Once form is complete be certain to click on view clearance to print the official certificate.

Applicants may call or email Julie Schultz with any questions.