



EASTERN YORK RECREATION AUTHORITY

44 Walnut Springs Road

York, PA 17406

717-487-5295 ♦ eyrecauthority@gmail.com

Volunteer Clearance Procedures

To comply with Pennsylvania Law, all volunteers, coaches, assistant coaches, and parents who regularly help with Eastern York Recreation Authority (EYRA) programs must submit the following documents to EYRA prior to functioning in those positions:

1. **PA State Police Criminal Record Check for Volunteers** (free):
 - a. Website: <https://epatch.pa.gov/home>
 - b. Click the New Record (Volunteers Only) button
 - c. Check box and accept
 - d. Volunteer Organization Name: "Eastern York Recreation Authority"
 - e. Volunteer Organization Telephone Number: 717-487-5295
 - f. Complete the form to the best of your knowledge

2. **PA Child Abuse History Clearance** (free):
 - a. Website: <https://www.compass.state.pa.us/CWIS>
 - b. Click create an individual account
 - c. Click next and create your account

3. **FBI Criminal Background Check** (fees apply)*

Only needed if you **HAVE NOT LIVED** in PA for at least 10 years

 - a. Website: <https://uenroll.identogo.com>
 - b. Type in Service Code: 1KG6ZJ
 - c. Schedule or Manage Appointment: **Must bring Photo ID.**

**If you have lived in Pennsylvania for at least 10 years, a signed [Pennsylvania Residency Affidavit](#) indicating you have resided in the state for longer than 10 years is required.*

Under current PA Law, the background check clearances are valid for 60 months (five years). For volunteers, background check fees are waived one time in the five-year period. If you had a check conducted in the past 60 months for employment or another volunteer position, it is acceptable and considered current. Please place these items in a sealed envelope and deliver to EYRA Director, 44 Walnut Springs Road, York, PA 17406. Documents in PDF format may be emailed to eyrecauthority@gmail.com.

Once all required documents are received and results are reviewed, your volunteer position status will be determined. Documents will be kept confidential and properly destroyed.