

GSHPA Background Checks

Any Volunteer who acts as a chaperone directly with girls must fulfill the requirements for the state of Pennsylvania's Child Protection Laws.

Below are **FOUR** requirements, which must be completed every five years to ensure the safety of our Girl Scouts and volunteers:

Have questions? Check out our [Background Check FAQ](#).

1. GSHPA's Pre-Screen Background Check

- a. Complete a quick online screening by clicking [here](#). Use the password "volunteer" for the Portal Code.
OR

- b. Download and fill out the form [here](#)

2. PA Child Abuse History Certification

- a. Apply for electronic certification [here](#). This website does not adapt effectively to smartphones or tablets, so it is best to access it from a desktop or computer.

3. PA State Criminal Background Clearance

- a. Submit application [here](#). Ensure you select the "New Volunteer Record Check" option to avoid any unnecessary out-of-pocket costs.

4. FBI Clearance

- a. If you have lived outside of PA within the last 10 years, click [here](#) to schedule your fingerprinting appointment. You will need to enter your state and then select 'Digital Fingerprinting' as your enrollment service. You will then be prompted to use a service code; use service code **1KG6ZJ** to get started. The estimated amount due is \$25.25.
OR
- b. If you have lived in PA for 10 or more consecutive years, you may complete the [FBI Check Disclaimer](#). (Please ensure this form is completed in its entirety.) Your witness will need to be 18 years of age or older.

Once you have completed your background check clearances, please either scan and email copies to backgroundchecks@gshpa.org or mail hard copies to:

Girl Scouts in the Heart of Pennsylvania
ATTN: Background Checks
4640 Trindle Road
Camp Hill, PA 17011

Have questions about background checks? Check out [Keep Kids Safe](#) or contact our Member Services team at 717.233.1656 or by email at memberservices@gshpa.org.