



Camp Tohiglo  
10670 Fort Loudon Rd.  
Mercersburg, PA 17236  
717-328-2784

**FORM 1501-R**  
**PA Resident Background Check Process**  
MUST BE COMPLETED EVERY 3 YEARS.

This is for **PA RESIDENT volunteers ONLY**. Non-PA Residents see Camp Tohiglo FORM 1502 for your process.

**WHICH VOLUNTEER STAFF MUST COMPLETE THIS?**

All volunteers, serving at Camp Tohiglo, who are 18 years of age or older, in direct contact with campers, must complete several background checks - outlined below. Please complete only the steps that apply to you. Please complete each step and send appropriate copies to Camp Tohiglo. Volunteers that include; Instructors, Teachers, Speakers (on-staff), Counselors, Assistant/Jr. Counselors, Deans, Nurses, and Lifeguards. Please see the Dean as to whether you must comply.

If you have completed these steps within the past 3 years (through a PA employer or other PA organization), please forward copies to the address listed below. You DO NOT have to complete these steps, however, ANY incomplete, or missing, step(s) must be completed.

Forms to be completed under each step can be picked up at Camp, emailed to you from camp, obtained from Camp's website, or downloaded from each agency's website listed with each step.

**1 PA CRIMINAL BACKGROUND CHECK • FREE • EXPIRES EVERY 3 YEARS**

Complete the **REQUEST FOR CRIMINAL BACKGROUND FORM** and return it by mail. You may also fill this form out online by going to <https://epatch.state.pa.us>, then click on "New Record Check (Volunteers only)"

Mail to:

Pennsylvania State Police  
Central Repository - 164  
1800 Elmerton Avenue  
Harrisburg, PA 17110-9758

**2 PA CHILD ABUSE HISTORY CLEARANCE • FREE • EXPIRES EVERY 3 YEARS**

Complete the **PA CHILD ABUSE HISTORY CLEARANCE FORM** and mail it in. You can also fill it out online by going to <https://www.compass.state.pa.us/CWIS>. This will require you to create a user name and password on the Child Welfare Portal. Choose "Create Individual Account" if this is your first time filling this out online. Online will get you faster results.

or Mail paper form to:

Childline and Abuse Registry  
Department of Public Welfare  
PO Box 8170  
Harrisburg, PA 17105-8170

**3 RESIDENCY LENGTH**

If you **have** lived in PA continuously for the last 10 years or more, complete the attached **DISCLOSURE STATEMENT (AFFIDAVIT)** (TOHIGLO FORM 1502) swearing to that fact you have not been found on a child abuse report in the last 5 years. Please wait to sign the affidavit until you are in the presence of the dean. If you have not lived in PA continuously for the last 10 years, please complete STEP 4-6. Affidavit expires every 5 years and needs signed again.

**4 FBI CRIMINAL HISTORY REPORT • \$25.75 • EXPIRES EVERY 5 YEARS**

If you have **not** lived in PA for the last 10 years, you must be fingerprinted. For procedures and fingerprint locations:

- Go to [www.pa.cogentid.com](http://www.pa.cogentid.com), click on "**Department of Human Services**"
- Click on "REGISTRATION PROCEDURES", then "FEDERAL (FBI) CRIMINAL HISTORY REPORT" to see procedure details.
- Return to previous page (Dept. of Human Services) and click "REGISTER ONLINE" to begin the process. Credit/Debit is required to complete.
- Note: you may choose a fingerprint location closest to you.

**5 MANDATED REPORTER TRAINING • MUST BE COMPLETED BY EVERYONE LISTED ABOVE**

You must complete Mandated Reporter Training. This is a free online course which will take about 30-90 minutes to complete. You can do this at [www.reportabusepa.pitt.edu](http://www.reportabusepa.pitt.edu). Click on "registration" at the top of the page and follow the instructions. You don't have to complete it all in one sitting. You can exit and return later. Upon completing the course, you will get a certificate of completion. Please give us a copy of this certificate for our records.

**6 FINISHED REPORT COPIES**

You will receive the processed clearances by mail several weeks after you send them in. If you do them online, the first one will come back immediately, the second one will take several weeks. Please make a copy of each one and send/deliver to Camp Tohiglo.

Mail to:

Camp Tohiglo  
Attn: Secretary Only  
10670 Fort Loudon Rd.  
Mercersburg, PA 17236

**QUESTIONS?**

Please call Allen Walck at 717-816-5411 or by email at [volunteer@camptohiglo.org](mailto:volunteer@camptohiglo.org) if you have any questions.