

**Whitemarsh Girls Basketball League (WGBL) 2008 –2009**  
**Background Investigation Process for WGBL Coaches/Assistant Coaches**

**Background Investigation Process:**

Individuals who wish to participate in WGBL activities as a coach/assistant coach must complete and sign an Application to Coach and submit the application to WGBL.

Applicants are required to complete a background investigation process as a prerequisite for approval of their application. Applicants must provide WGBL with the following background report documentation before their Application to Coach can be approved. The reports must be dated after October 31, 2006 for participation in the Fall 2008 – Winter 2009 season.

1. A current Criminal History report – You can request this report online using the Pennsylvania Access to Criminal History (PATCH) web site:  
<https://epatch.state.pa.us/Home.jsp>
2. A current Child Abuse Clearance report – You can request this report using the Pennsylvania Child Abuse History Clearance Form (CY 113).

The applicant is responsible for submitting the necessary information to the reporting agencies and paying the associated fees. There is a \$10 fee for each report – total of \$20.  
(See below for detailed instructions on how to obtain the forms and submit the requests)

The applicant should have the reports/results sent to their current home/email address. Do not have the original reports sent directly to WGBL.

Please note: The background check is for the protection of the children involved in the program. **If your background check reveals a criminal record or child abuse violation(s), or does not verify your personal information, you will not be able to participate in WGBL activities.** Therefore, you are advised to CAREFULLY review the information before you submit it to WGBL.

Individuals who have submitted a WGBL Application to Coach and then choose not to submit background check documentation to WGBL may withdraw their Application to Coach with no questions asked.

After reviewing their reports and resolving discrepancies/disputes, if any, with the reporting agency, the applicant shall submit *photocopies* of their current background check results/reports (both Criminal History and Child Abuse Clearance) to WGBL. WGBL will review the copies submitted and retain these copies for their records. WGBL reserves the right to examine the *original* background reports prior to approving an Application to Coach.

If your background check documentation reveals information that would result in your disqualification, you will be sent a certified letter notifying you of WGBL's decision.

**Your background check documentation must be received by WGBL no later than November 1, 2008.**

Privacy Policy: WGBL takes the privacy of your personal information very seriously. All background reports presented to WGBL will be treated as strictly confidential.

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**Directions for requesting the background checks:**

**1. Pennsylvania State Police Request for Criminal Record Check**

You can submit the request for Criminal History Record Check online using the PATCH web site or submit the request by mail using the paper form (Pennsylvania State Police Request for Criminal Record Check Form SP4-164).

The fee is \$10 per request either way you choose to submit the request.

The results are returned much faster if you use the PATCH web site and therefore we encourage applicants to submit your request online.

Call (717) 783-9973 if you have questions about requesting a Criminal Record Check.

Online Request for Criminal History Record Check:

Go to the PATCH web site at: <https://epatch.state.pa.us/Home.jsp> Follow the instructions on the web site to submit your request.

In the Reason For Request field of the Personal Information page, select "Volunteer".

Although your social security number is not required when completing the online form, it is especially important in finding records for the correct individual and should be provided.

There is a \$10.00 non-refundable fee for each request, regardless of outcome. Payment is accepted by credit card entered online when the request is submitted. Customers will be charged for misspelling, duplicate submissions and other user errors.

You must provide a valid email address in order to receive vital information from the PATCH administrators.

It typically takes less than one day to process the Criminal History request and get the results when you use the PATCH web site.

You will be able to print the Criminal Record Check results you receive. A paper copy of these results must be submitted with the Child Abuse History Clearance Form.

If you experience technical difficulty with the PATCH web site please call the Pennsylvania State Police Help Desk at 1-877-777-3375.

Mail in the paper Criminal Record Check request form:

Use this link to access and download form SP4-164 (pdf format):  
<http://www.dpw.state.pa.us/Resources/Documents/Pdf/FillInForms/statepolice-bkgd.pdf>

Instructions for submitting form SP4-164:

- Complete Part 1 of the form. Type or print clearly and neatly.
- You, the coach/volunteer, are both the "Requester" and the "Name/Subject of Record Check".
- Address must be your current home address.
- Requester Identification – Check the "Individual/Noncriminal Justice Agency" box
- Reason For Request – Check "Other" and print "Youth basketball league coach/volunteer"
- Only Check This Block If You Want To Review Your Entire Criminal History – You can check this box or leave it blank – your choice.

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Mail the completed form SP4-164 with your **money order or certified check** for the amount of \$10.00 payable to Commonwealth of Pennsylvania. The mailing address is found on the form.

If you submit the request using the paper form, the Criminal Record Check results will be mailed to you approximately **three weeks** from the date that the request is received. Failure to comply with the instructions will cause considerable delay.

You are required to submit a copy of your *processed* Request for Criminal Record Check *results* with the request for Child Abuse History Clearance (see below).

**2. Pennsylvania Child Abuse History Clearance Form (CY-113)**

There is currently no online option to submit the request for Child Abuse History Clearance. You must mail in the completed paper form.

You can use this link to download form CY-113 (pdf format):

<http://www.dpw.state.pa.us/Resources/Documents/Pdf/FillInForms/DPWchildabuse.pdf>

Call (717) 783-6211 if you have questions about the Child Abuse History Clearance.

Instructions for submitting form CY-113:

- Type or print clearly and neatly in ink Section I only.
- Address must be your current home address.
- Purpose for Clearance: Check the “Volunteer” Block. (Do not check more than one block.)
- A *copy* of your Criminal Record Check results obtained within the past year must be attached.
- If you are not a Pennsylvania resident, you must also attach a copy of your FBI results obtained within the past year.
- **Enclose a \$10.00 money order** for each application. **No cash or personal checks accepted.**
- The mailing address is found on the form.

Additional information and more detailed instructions are available at the following PA Department of Public Welfare web site:

<http://www.dpw.state.pa.us/ServicesPrograms/ChildWelfare/003671038.htm>

Child Abuse History Clearance results will be mailed to you. Typically this will be within 14 days from the date that the clearance request is received. Failure to comply with the instructions will cause considerable delay.

If you have trouble accessing or downloading the forms you may obtain an alternative format by contacting the Office of Children Youth and Families at (717) 783-6211.