

# Uploading Background Clearances



**Step 1: Go to website.** Go to [www.padutchbsa.org](http://www.padutchbsa.org) and click on the Big Blue Button labeled 'Background Checks'

**Step 2: Select Upload.** At the top of the next page, there are two boxes. The Blue Box should be used if uploading all 3 clearances. The Green Box should be used if making updates to background clearances where you need to update only one or two pieces.



**ACT 15 (PA Volunteer Background Check)**  
 Pennsylvania Dutch Council's Background Clearance Submission Portal

You will be asked to enter basic identifying information, including a BSA ID number if you have one; enter the applicable dates for each document and upload the image of each document. You can enter, save, and go back to add additional information as it is necessary.

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**Name \***

First Middle Last Suffix

**Date of Birth \***

MM / DD / YYYY

**Address \***

Street Address

City State / Province / Region

Postal / Zip Code

**Step 3: Enter Information.** The form will open and you will need to input: Name, Date of Birth, Address, Email, Unit Number (four digit), BSA Membership ID (if known), Volunteer Type (select all that apply), and District.

*Note: If you are uploading a clearance for someone else, the Email that is inputted is the one where the confirmation and reminder email(s) will be sent.*

**State Police Clearance Date \***  
 /  /    
 MM DD YYYY  
 Enter the effective date of your Report of Criminal History from the Pennsylvania State Police.

**State Police Clearance Upload**  
 No file chosen  
 Upload Report of Criminal History from the Pennsylvania State Police (PDF format only)

**Child Abuse Clearance Date \***  
 /  /    
 MM DD YYYY  
 Enter the effective date of your Child Abuse Clearance History from the Pennsylvania Department of Human Services.

**Child Abuse Clearance Upload**  
 No file chosen  
 Upload Child Abuse Clearance History from the Pennsylvania Department of Human Services (PDF format only)

Has the volunteer been a resident of the Commonwealth of Pennsylvania for the entirety of the previous 10 years. \*  
 Yes  
 No

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**Step 4: Upload State Police and Child Abuse Clearances.** In the Date fields input the following:

State Police Clearance-“Disseminated By” Date in the lower right hand portion.

Child Abuse Clearance-“Verification Date” on the upper right hand side.

Click on ‘Choose File’ under each and select the appropriate file to upload.

Then answer the question regarding residency. All fields that are marked with a red \* are required fields. You may save your progress and return later if necessary.

**Step 5: Upload FBI Clearance or FBI Disclosure Statement for Volunteers and Submit.** In the Date fields input the following:

Disclosure Statement-The date the form was signed and witnessed.

Result date-Located typically in the middle of the form.

Click on ‘Choose File’ under each and select the appropriate file to upload.

Then click ‘Submit’. If there is any missing information the program will prompt you to correct before submitting.

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**Disclosure Statement for Volunteers \***  
 /  /    
 MM DD YYYY  
 Enter the effective date of your Disclosure Statement for Volunteers.

**Disclosure Statement for Volunteers Upload**  
 No file chosen  
 Upload Disclosure Statement for Volunteers (PDF format only)

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**FBI Clearance Date \***  
 /  /    
 MM DD YYYY  
 Enter the effective date of your fingerprint-based FBI Criminal History Clearance.

**FBI Clearance Upload**  
 No file chosen  
 Upload fingerprint-based FBI Criminal History Clearance (PDF format only)

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**Step 6: Receive Acknowledgement of Receipt Email.**

You will receive an email from the Pennsylvania Dutch Council acknowledging that we have received your upload. This email only serves to say that the paperwork was uploaded, but not that it was reviewed and accepted.

**Step 7: Receive Confirmation Email**

You will receive an email saying that your clearances have been received and approved. Once you have received this, please print it out and include it with your application. All new applications should include: a completed Adult Application, a signed Disclosure/Authorization Form (Page 4 of the Adult Application), proof of Youth Protection Completion, and this confirmation email.

Questions should be referred to the Pennsylvania Dutch Council, BSA 717-394-4063.