

Uploading Your Clearances to the PA Dutch Act 15 Database: A Guide

Before beginning this process, please make sure to check the criteria below on your clearances:

1. Child Abuse History Clearance (CAH), PA State Police Background Check (SP), and FBI Fingerprinting Clearance (FBI):
 - a. Check for the Request Date- these clearances expire every 5 years from the request date.
 - b. Make sure your first and last name are spelled correctly and match along all three clearances. Middle names are optional.
 - c. Please attach wrap sheets with any convictions or arrest charges if any. We will not approve clearances unless the COMPLETE document is provided.
2. 10 Year Residency Waiver:
 - a. This is a Waiver for those who have lived in Pennsylvania for a span of 10 years or longer. This substitutes the FBI clearance.
 - b. Please make sure to have both your signature and a Witness signature on the Waiver.
 - i. The Witness must be 18 years or older to sign.
 - c. Please make sure the document is dated.

It is recommended that all three acquired clearances are saved to your computer's desktop for easy retrieval and upload.

Using Google Chrome will also provide a smooth process in completing the upload process.

Uploading the Clearances to the PA Dutch Act 15 Database:

1. Click the link: <https://padutchbsa.org/act15/>
2. Scroll down until you see a green and blue button.

- [What Is PA Act 15?](#)
- [What Is The Criteria For Clearances?](#)
- [Which Clearances Are Required?](#)
- [When Are Clearances Required?](#)
- [How Do I Get The Needed Clearances?](#)
- [What If I Am Exempt From the FBI Fingerprint Check?](#)
- [What If I Have Already Obtained Clearances For Another Organization?](#)
- [What If I Do Not Live In Pennsylvania?](#)
- [How Do I Submit My Background Clearances?](#)
- [Mandated Reporter Information](#)
- [Pennsylvania Dutch Council PA Act 15 Compliance Policy](#)

[Disclosure Statement Application for Volunteers](#)

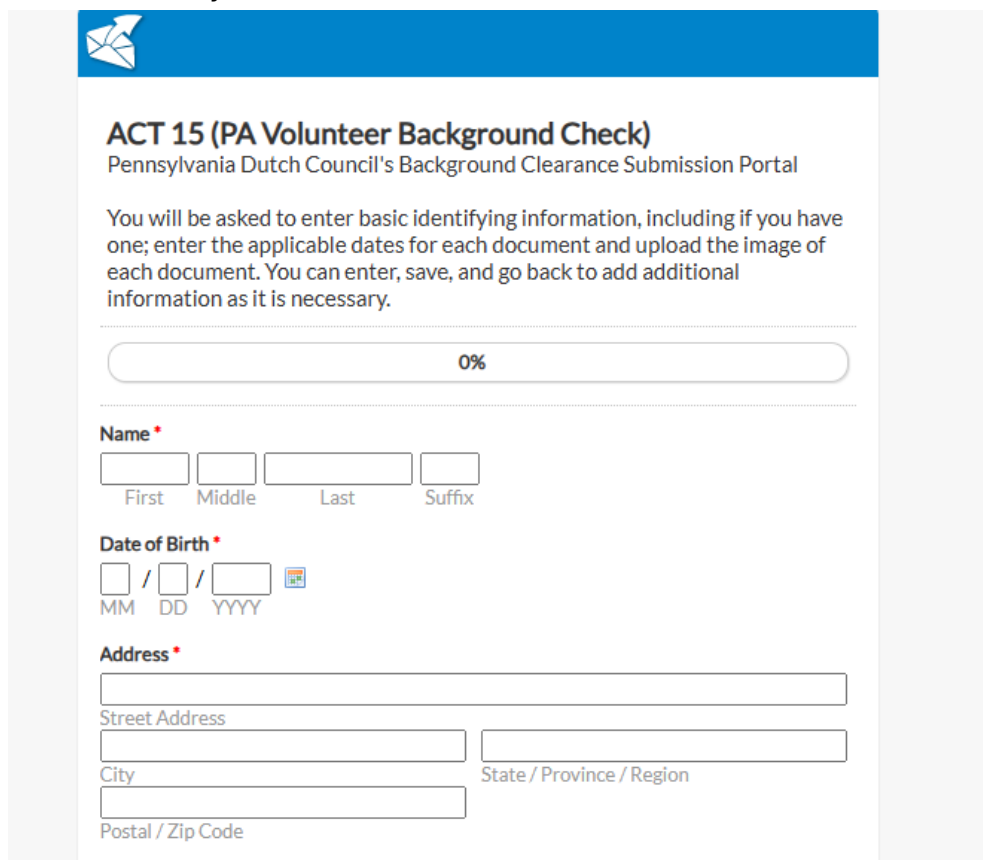
Upload Pennsylvania Act 15 Clearances Here

PA Act 15 Clearance Status List

[Disclosure Statement Application for Volunteers](#)

Additional Questions?

3. Click on the green button that says “Upload Pennsylvania Act 15 Clearance Here” and it will take you to the EmailMeForm screen.





ACT 15 (PA Volunteer Background Check)

Pennsylvania Dutch Council's Background Clearance Submission Portal

You will be asked to enter basic identifying information, including 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.

0%

Name *

First Middle Last Suffix

Date of Birth *

/ / 

MM DD YYYY

Address *

Street Address

City State / Province / Region

Postal / Zip Code

4. Click on each blank and fill in the prompted information.
5. When uploading your documents, follow these steps:
 - a. Where it says MM/DD/YYYY, please enter the request date on the clearance (ie. 12/8/2025). These dates must match the documents.
 - b. Then select the “Choose File” button.

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

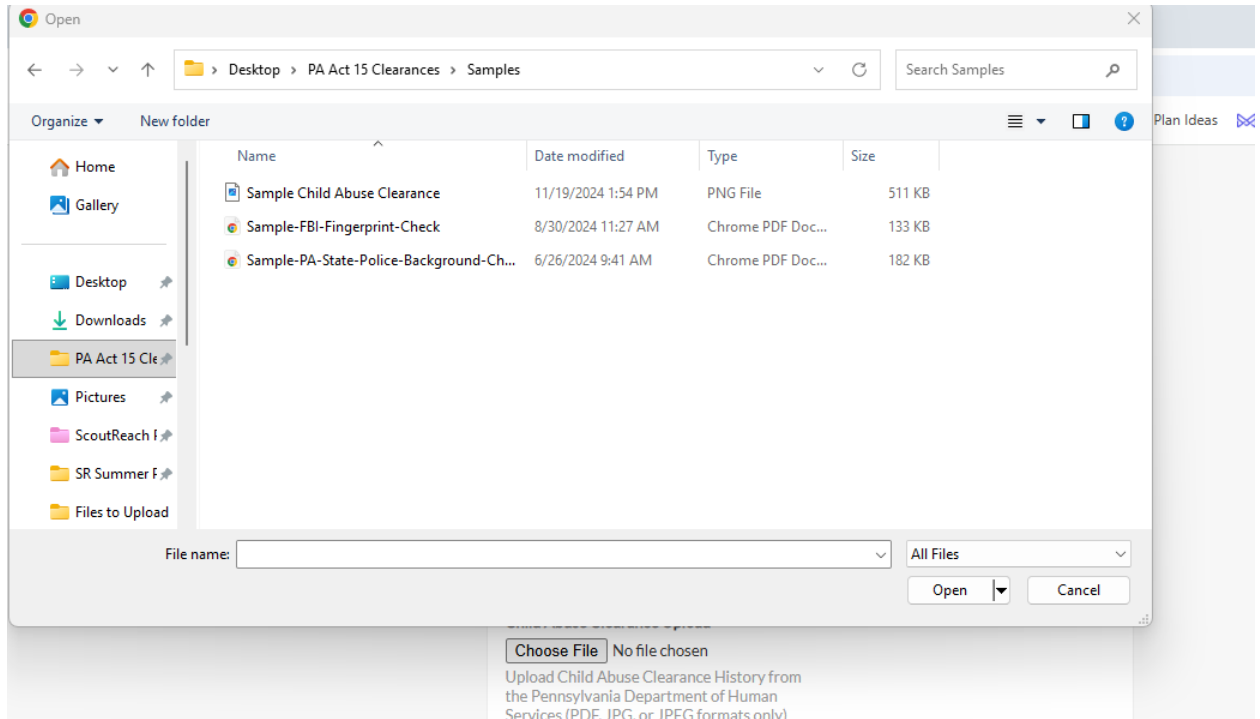
State Police Clearance Upload *
 No file chosen
Upload Report of Criminal History from the Pennsylvania State Police (PDF, JPG, or JPEG formats only)

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, JPG, or JPEG formats only)

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

6. When you hit “Choose File,” your documents screen will open.



7. Select the file you wish to upload.
8. Steps 5-7 for your CAH clearance.
9. Then scroll down for the 10 Year Disclosure/FBI Portion. You will be asked “**Has the volunteer been a resident of the Commonwealth of Pennsylvania for the entirety of the previous 10 years?**”

Has the volunteer been a resident of the Commonwealth of Pennsylvania for the entirety of the previous 10 years. *

☐ Yes

☐ No

10. Select “Yes or No”.

11. If you select yes, you will be directed to upload your 10 Year Residency Waiver.

Disclosure Statement for Volunteers *

/ / 

MM DD YYYY

Enter the effective date of your Disclosure Statement for Volunteers.

Disclosure Statement for Volunteers Upload *

Choose File

No file chosen

Upload Disclosure Statement for Volunteers (PDF, JPG, or JPEG formats only)

Are your registered with the PA Dutch Council?

Yes or No? ▼

If No, which Scouting America Council?

[Save & Resume Later](#)

SUBMIT

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12. If you select no, you will be directed to upload your FBI Fingerprint Clearance.

FBI Clearance Date *

/ / 

MM DD YYYY

Enter the effective date of your fingerprint-based FBI Criminal History Clearance.

FBI Clearance Upload *

Choose File

No file chosen

Upload fingerprint-based FBI Criminal History Clearance (PDF, JPG, or JPEG formats only)

Are your registered with the PA Dutch Council?

Yes or No? ▼

If No, which Scouting America Council?

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13. Lastly, under “**Are your registered with the PA Dutch Council?**”, you will click the drop down bar that says “Yes or No”. Then select either yes or no.



- a. If you are a Parent or Adult Partner, please select yes and then type “PAD-Parent” in the blank Below “**If No, which Scouting America Council?**”
14. Then click “Submit” and you have successfully submitted your PA Act 15 clearances with the PA Dutch Council.
- a. Approval process may take up to 2 weeks and 3 weeks to show up in your My.Scouting account.

If you have any questions, please contact the information below:

Clearance Admin: Amanda Franqui

Desk Phone: 717-553-4208

Email: Amanda.franqui@scouting.org