



## Background Checks and Clearances for Required for Minors- Frequently Asked Questions

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### Who is considered a minor?

Anyone under the age of 18 years old is considered a minor.

### Are minors required to obtain background checks and clearances?

Minors who are only volunteering, regardless of their contact with other minors, are not required to obtain any background checks or clearances.

A minor, aged 14-17, who is applying for or in a **paid position** as an employee responsible for the welfare of a child or having direct contact with children is required to obtain all three clearances.

Minors can be exempt from obtaining the FBI fingerprint clearance if all of the following conditions are met:

- The individual has been a Pennsylvania resident for the entirety of the previous 10 years.
- If the individual has not been a Pennsylvania resident during the entirety of the previous 10-year period, but has received and provided a FBI fingerprint check.
- The individual and the individual's parent or legal guardian swears or affirms in writing that the individual has not been convicted of any of the crimes or equivalent crimes in any other jurisdiction listed under the Child Protective Services Law that would disqualify an individual from employment involving contact with children.
- All applicable background checks for minors must be obtained every 5 years from the date of the last background check.

**What if I have a minor who is required to obtain their fingerprints and does not have a form of ID listed on the Identogo website?**

If a minor applicant does not have acceptable identification at the time of the fingerprinting appointment they must present:

[The Pennsylvania Photo ID Waiver for Minors form](#)

**AND**

- One of the listed identification documents for the minor (listed in the waiver), which includes:
  - Original or certified copy of a birth certificate issued by the appropriate State Bureau of Vital Statistics or equivalent agency from a U.S. state, U.S. territory, the District of Columbia, or a Canadian province. A birth record issued by a hospital is not acceptable under this category.
  - Original or certified copy of a U.S Department of State Certification of Birth Abroad issued to U.S citizens born abroad (Form FS-240, DS-1350, or FS-545).
  - Original or certified copy of court order with name and date of birth indicating an official change of name and/or gender from a U.S. state, U.S. territory, the District of Columbia, or Canadian providence.
  - Social Security Card (actual card).

**What is the code for minors who are required to obtain FBI fingerprints?**

**1KG756** for Employees 14-17 year olds that have contact with children.