

STEP BY STEP BACKGROUND SCREENING PROCEDURE

Webpage from USTA.com explaining the process: <https://www.usta.com/en/home/safe-play/what-is-safe-play.html>

Background screening – NCSI: <https://www.ncsafe.com/Members/SelfRegLandingUSTA.aspx>

SafeSport Course <http://training.teamusa.org/>

If you teach tennis in Pennsylvania, the following three certificates must be uploaded to the repository:

1. Criminal History Record Information obtained from the PA State Police: <https://epatch.state.pa.us/>
2. Child Abuse Clearance obtained through the PA Department of Public Welfare (now known as the Department of Human Services): <https://www.compass.state.pa.us/cwis/public/home/>
3. Federal Criminal History Record Information obtained by submitting a full set of fingerprints to the PA State Police or its authorized agent for submission to the FBI (\$27.00 fee): <http://www.keepkidssafe.pa.gov/resources/clearances/fbifinger/index.htm>

OR

4. Those volunteers living in PA consistently for ten years can be exempted from this Federal Criminal History Record Information check by completing an affidavit which can be found here: http://keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/c_160267.pdf.

If you have already completed these three screening requirements or after you have completed them, and they are clear of any convictions, please upload them to the repository [HERE](#)

If your clearances are not free of convictions, please contact safeplay@usta.com for more information. Here is the example of what the three PA clearance certificates look like (from left to right, the documents are Child Abuse Clearance, PA State Police Record Check, and FBI Fingerprint Form):

The image displays three sample Pennsylvania clearance certificates side-by-side. The first is a 'PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE' for Taylor B. Merlock, dated 7/22/08. The second is a 'Response for Criminal Record Check' for a volunteer named [REDACTED], dated 03/25/2017, which states 'NO RECORD EXISTS'. The third is an FBI Fingerprint Form for Taylor L. Clark, dated 03/20/2017, with a 'NO RECORD EXISTS' status.