



### **Instructions for Officials to enter their clearances into the Officials' Database**

Make sure you have saved your clearance documents separately as a .pdf file in your computer. **These documents need to be those from each of the three agencies.**

LOGIN: Go to <https://www.piaa.org>, click on LOG IN- in the upper right hand corner by the search box. Enter your access code - first four letters of last name followed by the last four numbers of your social security number (ex: hart1234).

You will be in the ACCOUNT CENTER, under ACCOUNT TOOLS click on BACKGROUND CLEARANCES.

Select clearance type in the drop down, enter date of the clearance document (this should reflect the date of issue), click BROWSE – go to your computer and select from where you have the clearance .pdf file saved, select the appropriate clearance, open it, then hit SUBMIT.

You will need to do this to upload each clearance.

You can check the status of your clearance documents at any time, by signing into the officials' database and selecting BACKGROUND CLEARANCES. If your clearance is rejected for any reason we will notify you. You may also print copies of your clearances by clicking on VIEW PDF for each clearance.

### **REMINDERS:**

- PIAA registered officials are not considered “volunteers.” Do not click on any of the boxes that reference volunteers. Officials are independent contractors of the individual schools/school districts they service. In addition, the Affidavit-Exemption from FBI Clearance form is not acceptable for PIAA registered officials. All officials must be fingerprinted every five years.
- Expenses for obtaining clearances shall be borne by the registered sports official. PIAA is not permitted to accept certifications which were obtained for volunteering purposes under Section 6344.2 (relating to volunteers having contact with children).

### **\*\*\* Update Regarding the FBI clearance \*\*\***

If your clearance has a PAE number or a DPW number and was completed within 5 years, it should be accepted as a valid FBI/Cogent clearance. If your clearance has a UE ID number, it should be accepted as a valid Identogo clearance.. Please make sure you enter the 16 digit PAE number, 10 digit DPW number, or 10 digit UZSV number into the specified FBI clearance number block online.

**\*\*\*PLEASE BE SURE TO UPLOAD ALL PAGES OF THE ACT 114 DOCUMENT INCLUDING THE COVER PAGE.\*\*\***