

## Additional Background Check Requirements

Some countries, states, and territories have background requirements for volunteers that are required either in addition to, or in lieu of, the USPC background check. If your country, state, or territory is listed below, please read through the information for your area and take the appropriate steps to complete your background check requirement(s) as directed.

### **Countries, States, and Territories Currently Requiring Additional or Alternate Steps:**

- Canada
- Pennsylvania
- U. S. Virgin Islands

## Canadian Residents

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To receive background check approval to volunteer with USPC as a resident of Canada, see the available options below.

### **Do you have a current, complete, favorable background check on record with the Canadian Pony Club?**

If so, please send your name, address, phone number, and email to the USPC Compliance Coordinator. Pony Club will verify your Canadian Pony Club background check, create your USPC record, and provide details on accessing the site.

### **Are you a Canadian resident who needs to complete a Canadian background check?**

To complete a Canadian background check:

1. Contact the USPC Compliance Coordinator for an FCRA Disclosure and Release Form.
2. Complete and submit the form to [jfburke@selection.com](mailto:jfburke@selection.com).
3. Payment for the background check must be made to selection.com to cover the cost of the Canadian background check. Fees range from \$111 to \$123 based on the volunteer's province of residence. Completion can take three (3) days to ten (10) weeks based on the volunteer's province.
4. Upon receipt of favorable results, the volunteer's background check completion information will be added to their USPC record.

For questions or more details, please contact the USPC Compliance Coordinator at [compliance@ponyclub.org](mailto:compliance@ponyclub.org).

## Residents of Pennsylvania

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**In lieu of the USPC background check:** Pennsylvania has new laws, PA Act 153 of 2014 amended July 1, 2015, by PA Act 15 of 2015, requiring specific background check certifications for volunteers of youth serving organizations like Pony Club.

Adults (18 years of age or older) who apply for or hold an unpaid position as a volunteer with a program, activity, or service responsible for the child's welfare or having direct volunteer contact with children, are required by the Commonwealth of Pennsylvania to complete and submit the required clearances prior to commencing their responsibilities.

**NOTE:** Treasurers residing in Pennsylvania should follow instructions for our standard background check using the Fastrax Application link on the main Background Check page, and do NOT need to submit the clearances from the Pennsylvania page.

## Residents of the U. S. Virgin Islands

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For individuals residing in the U.S. Virgin Islands, in addition to the standard background check, there is a local Saint Croix Criminal County check with an Exceptional Court Fee of \$35.00, taking 6-12 days to complete.

To complete a background check for residents of the U.S. Virgin Islands:

1. Submit the traditional USPC background check through Selection.com with its fee. Please read the directions and tips for submitting the traditional background check on the main background check page of the USPC website.
2. Once your background check has been submitted to Selection.com, the USPC Compliance Coordinator will contact you with the forms and information to complete the Saint Croix Criminal County Check.
3. Payment for the check MUST be made FIRST to the Accounting department at Selection.com to cover the cost of the local Saint Croix Criminal County check.
4. Once payment is made, complete and return the Volunteer Inquiry Release Form to Selection.com by email or fax, so the local Saint Croix Criminal County check can be run.

For questions or more details, please contact the USPC Compliance Coordinator at [compliance@ponyclub.org](mailto:compliance@ponyclub.org).