



Please follow these instructions to retrieve your clearances from App Garden/Volunteer Tracker.

- 1 Log into your App Garden/Volunteer Tracker account. [Click Here](#)
- 2 In your profile, (application page) scroll down to the section where your clearances are saved:

File Type	Size	File Name	Created On
application/pdf	84 KB	invoiceAndCertForm.pdf	6/2/22, 7:08 PM
application/pdf	118 KB	IdentoGO.pdf	6/2/22, 7:41 PM

- 3 Click on each clearance that you would like to save/print (or both). These are the files you will be moving into Raptor Volunteer Safe.
- 4 **Note:** Please make sure when looking at your clearances, only save/print the clearances that have not expired. Your clearances are valid for 5 years (60 months) from the date that you applied for them. **For Example:**
 - PA Child Abuse, look for "Verification Date".
 - FBI Fingerprints, look for "Results as of" Date.
 - PA State Police, look for "Date of Request".

- 5 Once you open up your clearance file, you can save it to your computer and/or print it out.
- 6 Begin your Raptor Volunteer Safe Registration and upload your clearances: [Click Here](#)
- 7 You have until **April 30, 2025**, to retrieve all of your documents. Any documents not saved will be deleted from your AppGarden/Volunteer Tracker account.

If you have any questions, please contact HumanResources@cbsd.org.