Directions and FAQ for Accessing
the New Birth of Freedom Council PA Clearances Portal
March 14, 2022

This system will only work if you have previously submitted clearances to the New Birth of Freedom Council. If you are providing clearances for the first time, please submit your clearances at http://tinyurl.com/qc6fhfm, email them to paclearances@newbirthoffreedom.org or turn them in at either council service center.

1. Using a web browser, type clearances.newbirthoffreedom.org into your address bar.

2. Once on the site, you will need your BSA ID number and date of birth. Your BSA ID number can be found on your membership card, your profile at my.scouting.org, or in the email notifications sent to you by the Council about renewing a soon-to-expire clearance. Once entered, click the green "check" button (see image below).

3. Once you click the "check" button, an authentication email will be sent to the email address on file with the Council. This is displayed on the top text of the page (see image below). You will need to access that email account to enter the system. If you no longer have access to that account, please email registrar@newbirthoffreedom.org to update your record with a current email address.
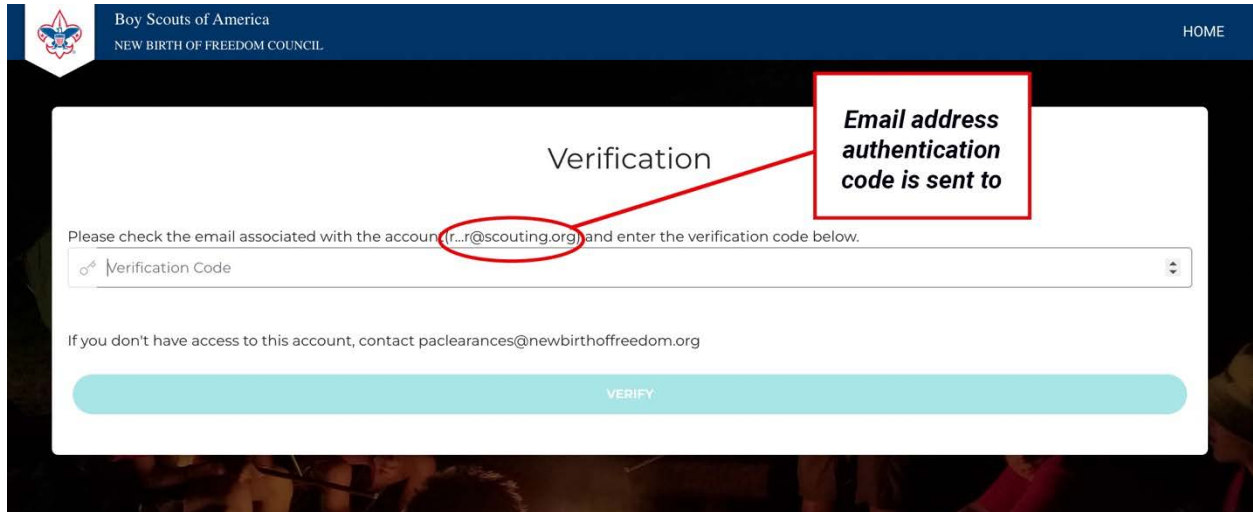
4. You will receive an automated email from the clearance system (sent from noreply@nbofc.org) that provides an authentication code for access to the system. **Please check your spam and junk folders if you don't find this email in your inbox.** Note: This single-use code will work only once and is valid for 10 minutes. If you do not receive an email, check the email address the system sent to (see above). If incorrect, email registrar@newbirthoffreedom.org with an updated email address.

5. Once logged in, you will be directed to the dashboard, which will show your current contact information and registrations. To access your clearances, select the "Clearances" tab on the left of the screen (please see below).
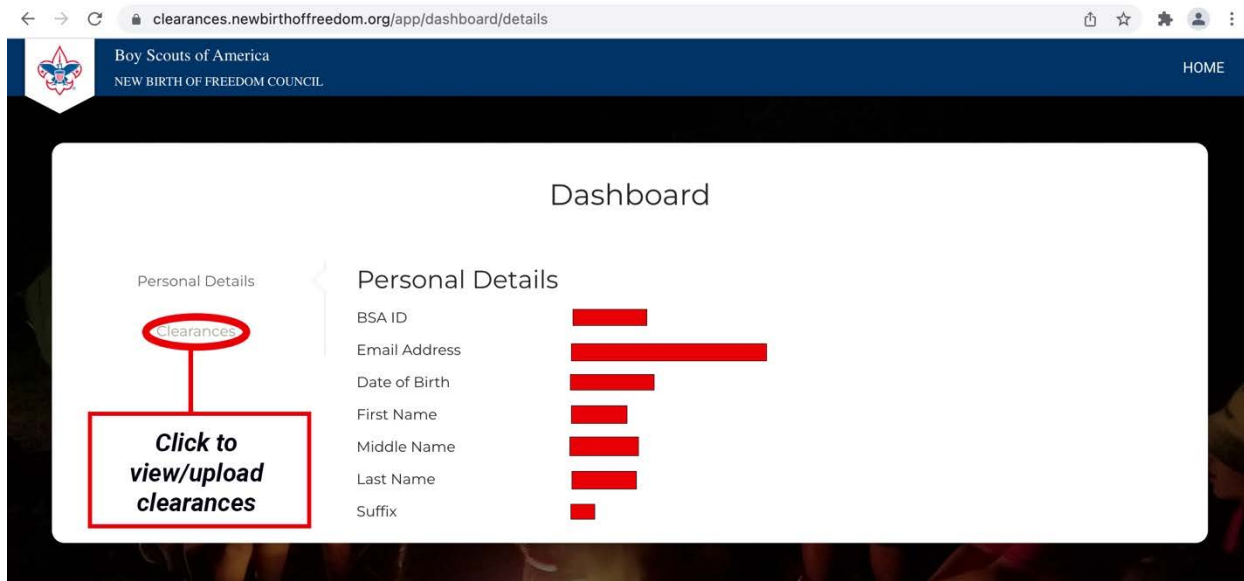

6. Once in the clearances tab, you will see your clearances currently on file. You will see the certification date and whether they are approved or pending. All clearances are reviewed individually and will remain in pending status until processed. Select the "Upload Document" button (please see below).
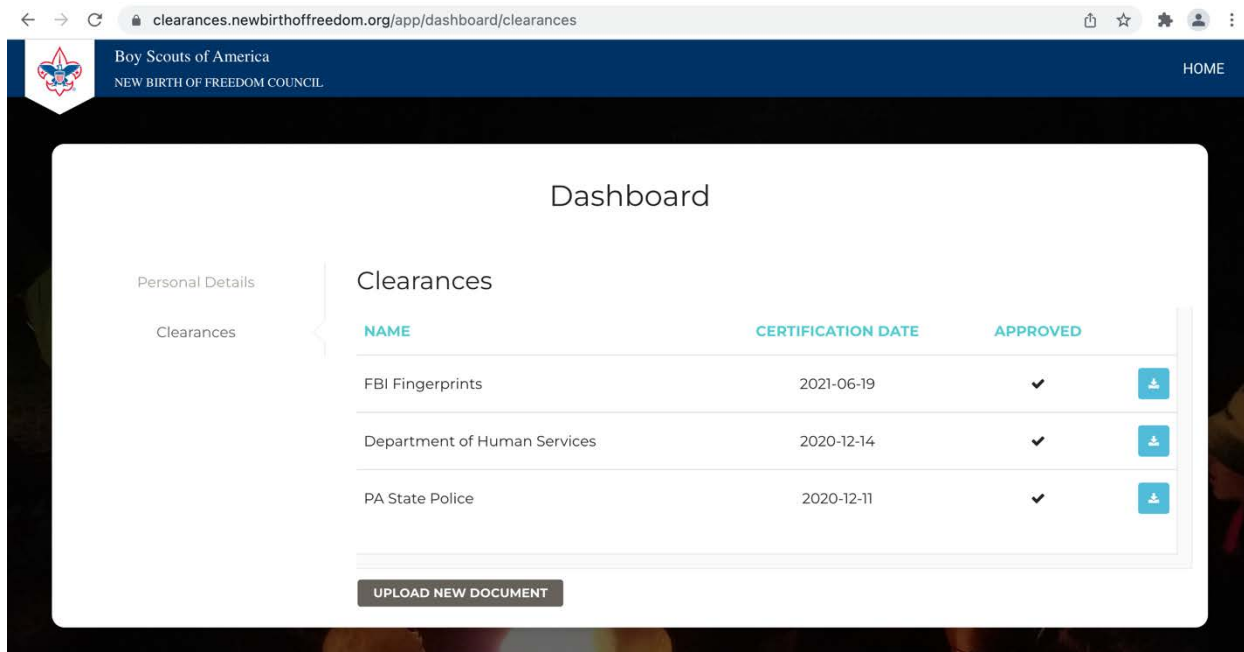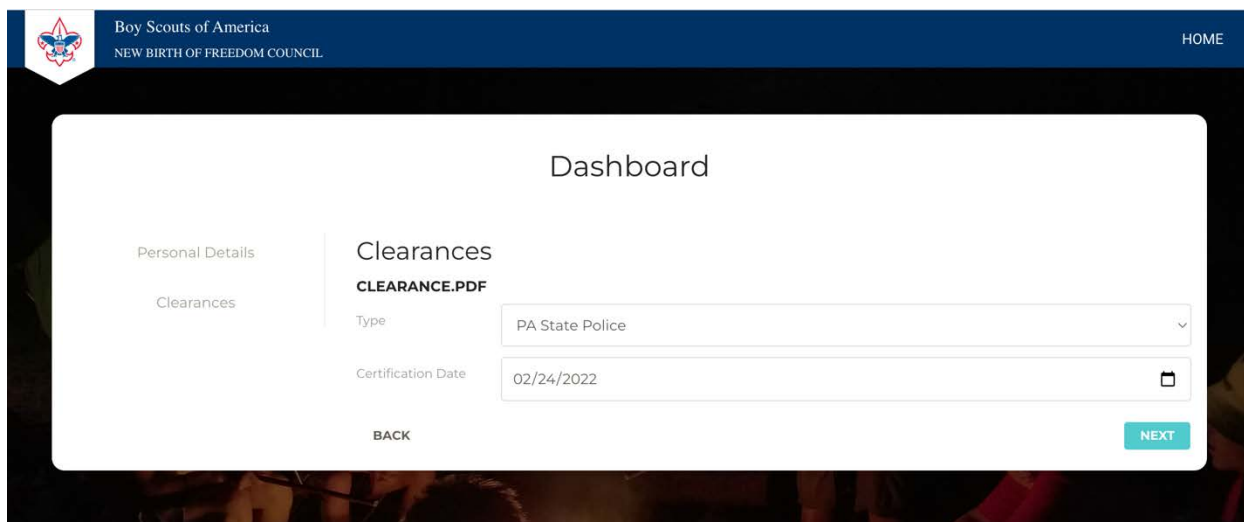
7. Select the file from your computer (please see below).
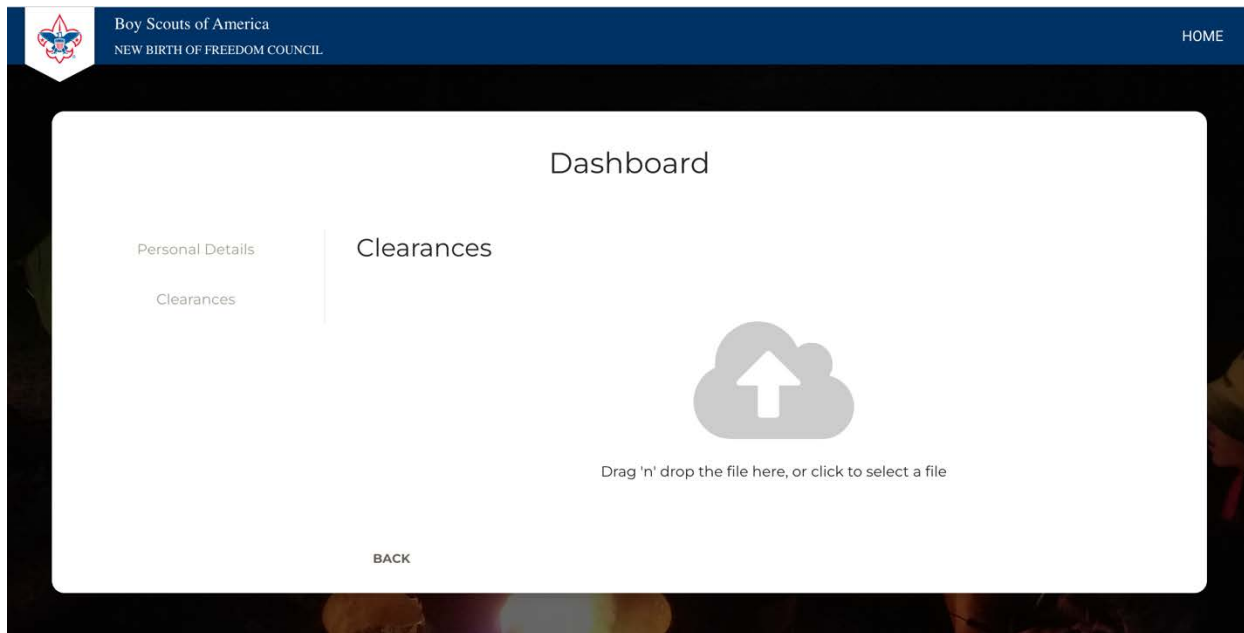
8. Once you choose a file, you will be asked to select which clearance you upload and enter the certificate date (please see below). This date is located on each clearance. If you are uploading a waiver, use the date it was signed.
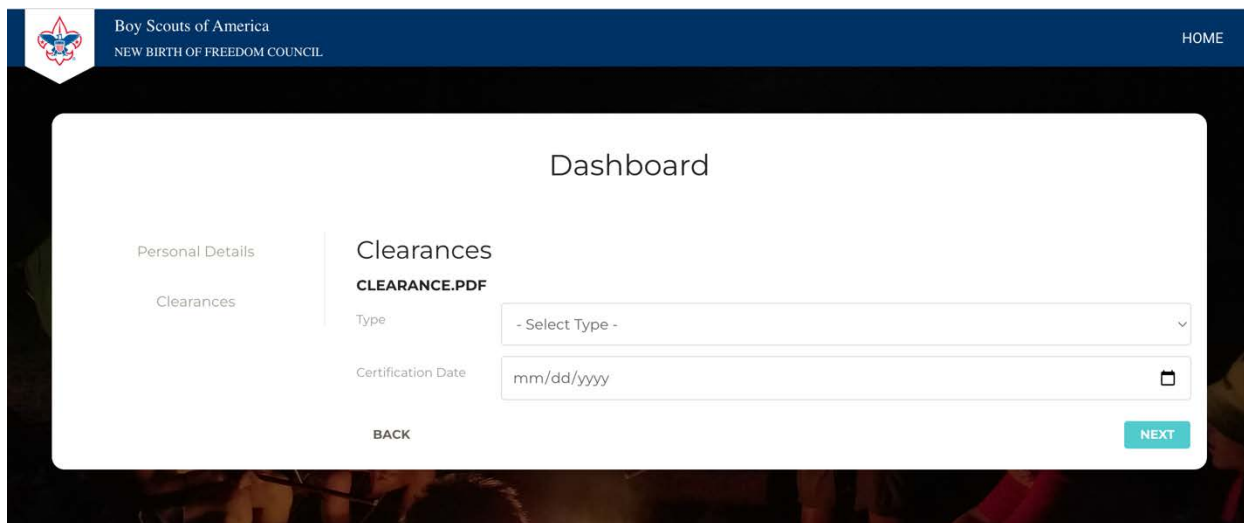
9. Once you have filled out the two required fields, click "next" and "confirm." The system will then take you back to the clearances page, and you can either upload more clearances or exit by closing the tab. Once your clearances are approved, you will receive a confirmation email.

Frequently Asked Questions

Q. How quickly will be clearances be approved?
A. Clearances are typically reviewed within two business days.

Q. Why does the system need to email me an authentication code?
A. To protect your personal information, the code is a second step of authentication, so someone cannot access your account.

Q. How will I know when my clearances are expiring?
A. You will receive email notices starting 90 days before a clearance's expiration. If the Council does not receive an updated clearance, you will receive additional email notices 60 and 30 days before a clearance's expiration.

Q. Can I download a copy of what I uploaded?
A. Yes, once uploaded, you will be able to log back in and download the uploaded file.

Q. I am a unit leader. How will I know if someone from my unit uploaded clearances?
A. Unit leaders (the Key 3) are emailed reports monthly to their unit's email list (maintained by the Council).

Q. If my email address on file can no longer be accessed, how can I update it?
A. Email registrar@newbirthoffreedom.org with your new address.

Q. What type of files can be uploaded?
A. PDF (preferred), JPG, and PNG.

Q. My clearance(s) were mailed to me. How do I upload it?
A. There are multiple options – if you have access to a scanner, you can scan your clearances and then upload the scanned files. You can also use your mobile phone to take a picture of your document. Then log in to the system using the directions provided above and upload from your device. You can also check with others in your unit to see if someone can digitize your clearance for you. Or you can mail it to or drop it off at either Council Service Center.

Q. Why does the file I uploaded say "pending?"
A. All files are reviewed manually by a Council staff member for accuracy.

Q. What if my file is rejected?
A. You will receive an email explaining why your document was rejected and how to resolve the issue.

Q. What web browsers are supported for use?
A. Any contemporary browser will work.