

Required Clearances for Volunteers

State and Federal Background Clearances

PA State Police Background Check

- Visit epatch.state.pa.us
- Select 'New Record Check (Volunteers Only)'
- Enter the required information
- A link to your results will be emailed to you. Please make sure to provide the certification form and not just the receipt. Send a copy to the Parish Office
- Must be renewed every 5 years; *free for volunteers*
- *Clearance is required prior to volunteering*

PA Child Abuse Check

- Visit <https://www.compass.state.pa.us/cwis/public/home>
- Create Individual Account or login if you have a username/password from previous use
- The Keystone ID is a username
- Submit the request
- A link to your results will be emailed to you. Send a copy to the Parish Office.
- Must be renewed every 5 years; *free for volunteers*
- *Clearance is required prior to volunteering*

FBI Fingerprint Background Check

Only for those volunteers who have NOT lived in the state of Pennsylvania continuously for the last 10 years

- Visit <https://uenroll.identogo.com>
 - Enter the code: **IKG6ZJ**
 - Select 'Schedule/Manage Your Appointment'
- Enter all required information to register and schedule an appointment: Employer Information: *Archdiocese of Philadelphia, 115 Channing Avenue, Malvern, PA 19355*
 - *Please Note: Appointments are highly recommended. If you choose to walk-in, please select the appropriate box.*
- You will receive a copy of your results in the mail. It can take three (3) weeks to receive your results. Please submit a copy of the results to the Parish Office.
 - Must be renewed every 5 years; *cost is approximately \$23.85*
 - *Clearance is required prior to volunteering*

PA Volunteer Disclosure Form

Only for those volunteers who HAVE lived in the state of Pennsylvania continuously for the last 10 years

- Used in place of the FBI Fingerprint Background Check
- Read the PA Volunteer Disclosure Form and sign; please have a witness when signing the form
 - Must be renewed every 5 years
 - *Signed Form is required prior to volunteering*

Safe Environment Clearances

Part 1: *Protecting God's Children* (training only needs to be completed one time)

- Visit OCYP's website: childyouthprotection.org
- Select 'Staff and Volunteers', 'Required Trainings', 'click here' (in the gray box)
- Start Registration. You will be re-directed to 'virtusonline.org' >>> Create a username and password >>> Register for a training
- Upon completion, please log back into Virtus and print the certificate of completion. Submit a copy of the certificate and the signature page for the Standards of Ministerial Boundaries and Behavior/Communication and Technology Addendum to the Parish Office. If you complete the training through a Zoom session, the certificate and signature page will be mailed to the Parish Office.
- *Certificate of Completion and Signature Pages are required before volunteering.*

Part 2: *Mandatory Reporter Training* (training only needs to be completed one time)

- Visit OCYP's website: childyouthprotection.org
- Select 'Training Institute', 'Register Now' and create a username and password
- Log in and select 'Online Trainings' >>> 'Safe Environment Part II: Mandated Reporting of Suspected Child Abuse' >>> 'View Training' to begin
- After completing the training, go to 'My Training Profile' and print the certificate of completion
- Send a copy of the certificate to the Parish Office
- *Certificate of Completion is required before volunteering.*

Checklist of Required Clearances

- ___ PA Criminal Background Check (Required prior to volunteering; updated every 5 years)
- ___ PA Child Abuse Clearance (Required prior to volunteering; updated every 5 years)
- ___ FBI Fingerprint Background Check (less than 10 years in PA; required prior to volunteering; updated every 5 years)
- ___ PA Volunteer Disclosure Form (for those in PA continuously for 10 years; required prior to volunteering; updated every 5 years)
- ___ Safe Environment Part I certificate of completion (Required prior to volunteering; complete only once)
- ___ Signature page for Standards of Ministerial Boundaries and Behavior/Communication and Technology Addendum (Required prior to volunteering)
- ___ Mandatory Reporter Training certificate of completion (Required prior to volunteering; complete only once)

Submit all questions and copies of clearances to :

Emily Novak, Parish Administrative Assistant/Safe Environment Coordinator

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