

REQUIRED CLEARANCES

and DIRECTIONS TO OBTAIN THEM

<http://childyouthprotection.org/index.php/staff-volunteers>

ALL VOLUNTEERS: Full-time, Part-time, One-Time Only

(Clergy, Parish Staff, Parish Leadership & Councils, Parish Volunteers, Sacristans, CYO Volunteers, Coaches, Assistant Coaches, Chaperones, Teachers, Facilitators, Teacher Aides, Classroom Assistants, Event Hosts, Family & Youth Volunteers, Babysitters...)

THERE ARE NO EXCEPTIONS TO THESE REQUIREMENTS.

STEP 1: PA State Police Criminal Record Check

- Can be obtained online at <https://epatch.state.pa.us/Home.jsp> with results available within a few minutes.
- Click on “Record Check” under the heading on that page to begin the process.
- **The “No Record Found” page is not acceptable:** Only a full page, COMPLETE certificate of clearance, with the imprinted seal is acceptable. **Follow through to the end of the process to print out this certificate, with the seal.**
- A copy of this clearance must be on file in the Rectory Office.
- Renewal is required every five (5) years.

STEP 2: PA Department of Public Welfare Child Abuse Clearance Check

- Click on the following link and follow the directions for applying for a Child Abuse Clearance:
 - <https://www.compass.state.pa.us/cwis/public/home>
- You will receive your *Child Abuse Clearance* in your home U.S. mail. *Be careful to look for this as it comes in a very non-descript envelope.*
- Only the sealed Child Abuse Clearance Certificate is acceptable.
 - **This process takes several weeks.**
 - **A copy of this Clearance must be on file in the rectory office.**
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STEP 3: Federal Criminal Background Check

Go to <https://uenroll.identogo.com/> to schedule an appointment for the background check.

- All required current and/or prospective employees or volunteers should select the **DHS-OCYF** (Department of Human Services-Office of Children, Youth and Families) option.
- The following are service codes needed to register:
 - **1KG738** for Child Care Services/Program Employee and/or Contractors 18 and over.
 - **1KG756** for Employees 14-17 years old that have contact with children
 - **1KG6ZJ** for Volunteers.
- You should then click on **Schedule or Manage Appointment** and complete the required information.
- Payment is made at the time of the fingerprinting.
- For fingerprint locations please visit the following website:
 - <https://www.identogo.com/locations/pennsylvania>
- If none of the above codes apply to you please do the following to identify the appropriate code:
 - To determine what your service code is please click on the **Click here** button under **don't know your service code**.
 - Next select the state/program for your ORI from the drop down menu. *For example:* Pennsylvania.
 - Next choose **DHS-OCYF** (Department of Human Services-Office of Children, Youth and Families) from the drop down menu
 - Next select your **Reason for Fingerprinting** from the drop down menu. (i.e. Volunteer, Employees 14-17, Foster Parent, Child Care Services/Program Employee and/or Contractors, etc...)
- Your FBI Clearance or a *Disclosure Statement Application for Volunteers* must be on file in the Rectory.

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STEP 4: SAFE Environment Session

- Follow this link to register for the next available SAFE Environment Session, available at various locations around the Archdiocese of Philadelphia:
 - https://www.virtusonline.org/virtus/reg_list2.cfm?theOrgID=18461&theme=0
- Proof of attendance to a SAFE Environment Session must be on file in the Rectory Office.

STEP 5: Mandated Reporter Clearance

- This can be obtained at: www.chilyouthprotection.org
- **Once you complete the Mandated Reporter Session online, notify the Rectory Office by sending your Certificate of Completion** (*along with your reservation for the SAFE Environment session you will be attending, if you have not already attended a SAFE Environment Session*).