

## Background Clearance Process

A new state law effective 12/31/2014 requires us to update all our background clearances for anyone who cares for or has direct contact with children under age 18. All employees age 14 and older and all volunteers age 18 and older are required to have clearances before they can work with children. Clearances must be updated every three years to remain effective.

*Note: You only need to complete this process once to cover all ministry areas at MPC.*

Obtaining clearances is now a three-step process that must be completed by each individual:

- Pennsylvania State Police Criminal Check
- Child Abuse History Clearance from the Pennsylvania Department of Human Services
- FBI fingerprint check (not required for volunteers who have lived in the state for 10 years)

MPC will reimburse employees and volunteers for the cost of obtaining the necessary clearances. There are two options:

- The individual pays for the clearances and requests reimbursement when submitting the clearances (total cost for employees < \$50; PA clearances are free for volunteers and the FBI check is < \$30).
- The individual schedules a time with the departmental representative to complete the clearances online at the church, and charges will be paid on a church credit card.

Volunteers who are willing to cover the cost may choose to make a donation marked "Child Abuse Clearances" and receive a tax-deductible credit or just not request reimbursement.

### Pennsylvania Criminal History Check

Go to the PA State Police website: <https://epatch.state.pa.us/Home.jsp>

- Select New Record from the Record Check tab and follow the instructions through to the Certification Page. Volunteers: be sure to click on the yellow box where it says, "Volunteers Only."
- When the Search Results Table appears, write down the Control Number for future reference or print the page. Click on the Control Number to go to Record Check Details. **This page is only a receipt, not your official clearance.** Print the receipt. Note: there is no charge for volunteers.
- Click on Certification Page to access your official clearance, and print the page.

### Pennsylvania Child Abuse Clearance

You may apply for your PA Child Abuse Clearance online at <https://www.compass.state.pa.us/CWIS>.

You must create a log in, and then the website will walk you through the procedure. Church Staff should use either "School Employment" or "Child Care Worker" as the purpose for application. Volunteers can use the "Volunteer" option. You will need all your past addresses since 1975 plus the name, relationship, and age of everyone you have lived with since then. Be sure to print the payment page **before** hitting the final submission button; you will not have an option to print a receipt afterwards. Note: there is no charge for volunteers. Once you have submitted all of the information, the clearance papers will be sent by mail.

## **FBI Fingerprint Check**

All employees are required to have fingerprints taken. Volunteers are also required to have their prints checked unless they have been continuous residents of Pennsylvania for the last ten years and have not been convicted of an offense under Section 6344. Those volunteers are exempt if they sign a document attesting to this (see submission form on the next page).

To begin the process, you must register by going to <https://uenroll.identogo.com>.

Enter the Service Code **1KG6ZJ** if you are a volunteer

Enter the Service Code **1KG756** if you are an employee

Begin with Schedule of Manage an Appointment. Follow up with What to Bring to an Appointment; and finally, Locate an Enrollment Center. The closest center to the church is:

IdentoGO  
8158 Perry Highway  
Pittsburgh, PA 15237

Your fingerprints will be electronically submitted, and you will receive notice of your clearance by mail in approximately two weeks.

## **Submitting Clearances**

When you have all required clearances, use the form on the next page to submit them to the church business office. For new employees, these should be submitted as part of your employment packet. We have to receive official copies of all clearances. If you have done your clearances through another organization that has the originals, they must print a copy and sign off that they hold the original. We cannot accept personal copies. Note that receipts are NOT the same as the official clearances.

Remember: for new employees and volunteers, these must be submitted BEFORE you have any contact with children at Memorial Park Church.



# Memorial Park

An Evangelical Presbyterian Church

## Submission of Background Clearances

Please do not submit until you have ALL required clearances.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

- Employee  Volunteer

I am submitting the following clearances:

- Pennsylvania Criminal History Check  
 Pennsylvania Child Abuse Clearance  
 FBI Fingerprint Check  
 I am exempt from the FBI fingerprint check because (1) I am a volunteer, (2) I have been a resident of Pennsylvania for the last 10 years, AND (3) I have not been convicted of an offense under Section 6344.

Reimbursement:

- I am not requesting reimbursement.  
 I am requesting reimbursement in the amount of \$ \_\_\_\_\_  
*(attach receipts if requesting reimbursement)*  
 I would like to make a donation in the amount of \$ \_\_\_\_\_  
*(attach check and mark "Child Abuse Clearances" on the memo line)*

I swear and avow that the information provided for my clearances and on this form is true and complete.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR OFFICE USE ONLY

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Clearances Received:

- Pennsylvania Criminal History Check – Date: \_\_\_\_\_  
 Pennsylvania Child Abuse Clearance – Date: \_\_\_\_\_  
 FBI Fingerprint Check – Date: \_\_\_\_\_  
 FBI Fingerprint Waiver

Reimbursement:

- Not requested  
 Paid on church credit card  
 Requested – receipts received, voucher submitted  
 Donation received – deposited submitted

Memorial Park Church

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