

## **Process of Obtaining Checks for Volunteers**

*Updated 9/27/16*

Thank you for your interest to work with the youth and children that are a part of Milford Bible Church. They are a precious gift given to us and we value their safety.

It is now state law that all volunteers who will come into direct contact with a child during our youth and children's ministries need to have required background checks. Below is the process for obtaining these checks, but understand the specific checks needed, differ depending on a number of factors. Please fulfill number one below to get started.

If you have any questions our current Background Check Administrator is Rich Edgar who can be contacted at Rich.Edgar@gmail.com.

### **1. Volunteer**

Fill out the online Background Check form at MilfordBibleChurch.org under Serve, and click Background Checks

### **2. Background Check Administrator**

- a. Will be notified automatically upon proper completion of the form
- b. Will notify you with registrations, forms and further instructions for you to complete.

### **3. Volunteer**

- a. Follow the instructions given to obtain a Department of Human Services Child Abuse History Clearance **and** either a Department of Human Services FBI Fingerprint Check **or** Signed FBI Waiver Affidavit to Background Check Administrator.
- b. Get fingerprinted with Registration (If Needed)
- c. Bring in the Department of Human Services Child Abuse History Clearance **and** either a Department of Human Services FBI Fingerprint Check **or** Signed FBI Waiver Affidavit to Background Check Administrator.

### **4. Background Check Administrator**

Will make copies of all materials and give you a packet of your approved checks so you can use them for someplace else.

**Note:** This clearance is valid for 5 years from the date of the earliest one of the checks.

**Note:** If you desire a state approved 3 hour child abuse reporting certification, it is available online and free of charge at <https://www.reportabusepa.pitt.edu>.