

Background Checks For Volunteers

GENERAL GUIDELINES

These guidelines are adopted from the applicable subsections of PA Title 23 *Domestic Relations*, Chapter 63 *Child Protective Services*. Anyone, 18 years and older, volunteering in any capacity at CC Chambersburg will need to have background checks on file in the office prior to volunteering. The following two (2) forms need to be completed by all volunteers:

- #1 – The PA State Police Criminal Background Check
- #2 – The Child Abuse Clearance

Additionally, one (1) of the following actions must be completed:

- #3a – The FBI Criminal History – Fingerprinting
- #3b – Background History Acknowledgement Form

If you **have not lived** in PA for the last 10 years, please follow the instructions below on obtaining the FBI Criminal History clearance. You do not have to complete the History Acknowledgement Form.

If you **have lived** in PA for at least the last 10 years, you will not need to complete the FBI Criminal History clearance online. However, you will need to follow the instructions below to complete the History Acknowledgement Form.

There is no fee for the PA Criminal Background Check, or the Child Abuse Clearance, however the FBI Criminal History fee is \$27.00.

If you have already completed the Criminal Background Check or Child Abuse Clearance within the past five (5) years you may use those for this purpose and submit a copy to us. All 3 clearances need to stay current within 5 years. If you have any questions during this process, please contact the church at 717-500-1102.

#1 – THE PA STATE POLICE CRIMINAL BACKGROUND CHECK

You can complete and submit your form on-line and there is no fee. If you have questions, call 717-783-9973 or 1-888-783-7972.

Go to <https://epatch.pa.gov/>

1. Click on 'New Volunteer Record Check', then 'Accept' the terms & conditions
2. On the "Personal Information" screen, enter the information for the person requesting the background check (which is you). Enter your name, address, phone number, etc.
3. Click 'Next'
4. On the "Personal Information Review" screen, verify information is correct, then click "Proceed."
5. On the "Record Check Request Form" screen, enter the information for the person requesting the background check (which is you). Skip the 'Identity Theft #' and do enter your SSN and DOB with the rest of the information
6. Click 'Submit This Request'
7. On the "Record Check Request Review" screen, verify your information and then click 'Submit'
8. After the record check is completed on the "Record Check Request Results" screen, click on the control number next to your name. (If the results say "request under review," please contact the church for instructions, but still follow the rest of these steps.)
9. Click on the "Certification Form" button and print at least 2 copies of the results page with the state seal watermark.
10. Click on the word "back" in the upper right corner of the page. You may now exit the website.
11. One copy of the certification form must be given to the church, any others you can keep for future reference if needed.

#2 – THE CHILD ABUSE CLEARANCE

Before you start, you should have the following information readily available to help you complete your application:

- Addresses where you have previously lived since 1975
- Names of all individuals with whom you have lived since 1975 to include parents, guardians, siblings, spouses, etc.
- Any previous names you have used or have been known by

There is no fee. If you have questions with this process, please contact the Childline Verification Unit at 717-783-6211 or 1-877-371-5422

Go to <https://www.compass.state.pa.us/cwis>

1. Click on <create a new account>
2. Click on <next> and type information. This includes creating a Keystone ID which is similar to a username. Record this Keystone ID for later use, both now and in the future when you enter this website again.
3. You will be sent a temporary password via email. It says to click on <close window> to exit, you may have to exit out of the website entirely.
4. Go to <https://www.compass.state.pa.us/cwis>
5. Click on <login>.
6. Click on <access my clearances>. You will need to type in the Keystone ID you just created.
7. Go to the bottom and click on <continue>
8. <Log in> with your temporary password that they emailed to you.
9. Create a new permanent password.
10. You will be sent out to log in again using your permanent password.
11. Now you are ready to go to the application.

My Child Welfare Account Terms and Conditions

1. Click on <I have read,>.
2. Go to the bottom and click on <next>.
3. How to Obtain A PA Child Abuse History Clearance
4. Click Continue.

My PA Child Abuse History Clearances

1. Click on <create clearance application>.
2. Click on <begin>. Scroll down page to get to where you actually enter the information.

Applicants are to complete Section I only.

Purpose of Clearance

Do not check more than one block: Please check: The box marked volunteer

Applicant's Social Security number

This is voluntary. If filling in the Social Security number please fill in the entire Social Security number.

Previous Names/Nicknames

The space for the applicant's name must be the applicant's full legal name. An initial is not acceptable for a first name.

Previous Names Used Since 1975 – The applicant must list any and all full legal names that they have ever had since 1975. This includes maiden names, aliases and also known as (aka) names.

Click on <box with a plus in it> to ADD PREVIOUS NAMES/NICKNAMES.

Contact Information (phone number)

Click on <box with a plus in it> to ADD CONTACT INFORMATION.

Current Address

Type information. The address listed must be applicant's current home address. This is also where the results of the clearance will be mailed or emailed to your email address. Please check yes to receive a paper version of certificate.

Would you also like to have a paper version of the certificate sent to your home or mailing address?
(required) Yes No (Click Yes)

Add Previous Address

If you cannot remember the entire address, please enter as much information as possible.

Previous Addresses Since 1975 – List all addresses where the applicant has resided since 1975.

Click on <box with a plus in it> to ADD PREVIOUS ADDRESS (ES).

You will need to do this for each address.

Household Member Information

Household Members – Include anyone that the applicant lived with since 1975 (parents, guardians, siblings, children, spouse (ex), paramour, friends, etc.). If the applicant was under the age of 18 in 1975 this section must include other household members who lived with the applicant or with whom the applicant lived.

Please note the household member's relationship to the applicant, their age (to the best of your knowledge) and their sex.

Applications where this section is left blank will be rejected and returned to the applicant.

Click on <box with a plus in it> to ADD HOUSEHOLD MEMBERS

Please note: For siblings or individuals you lived with when they were single, but they are now married, use their married name.

If deceased, just add their name and other information, but for age leave that blank.

eSignature

Applications must be electronically signed. Applications that are not signed will be rejected and returned to the applicant.

You are almost finished! To complete your application please eSign below by checking the acknowledgement and entering your **first and last name** as it appears on the Application Information screen.

I hereby certify that the information entered on this report is accurate and complete to the best of my knowledge and belief and submitted as true and correct under penalty of law (Section 4904 of the Pennsylvania Crimes Code). (required)

Signature (required)

Print a copy of the page that follows. Now click on <finalize and submit application>.

When you receive your certificate, please give a copy to the church.

#3a – THE FBI CRIMINAL HISTORY – FINGERPRINTING

Remember, you only complete this step if you have NOT lived in Pennsylvania for the last 10 years. You must fill out the application on-line before going to get your fingerprints done.

There is a \$27.00 fee. If you have questions, please contact FBI/Adam Walsh Unit at 717-783-6211 or 1-877-371-5422.

Go to <https://uenroll.identogo.com/>

1. Enter code 1KG6Y3
2. Select – “Schedule or Manage Appointment”
3. Select Yes to acknowledge that fingerprinting and background check will be completed for volunteer purposes and that results cannot be used for employment purposes
4. In completing each section, the required fields are notated by the red asterisk

Go to the Franklin County Fingerprint Site to have your fingerprints taken at 2397 Loop Rd Chambersburg, PA 17202.

You MUST turn in a copy of these documents to the church.

If you have not received it in 8 weeks, please call the Department of Public Welfare 1-877-371-5422.

#3b – BACKGROUND HISTORY ACKNOWLEDGEMENT FORM

By signing the bottom of this document you are stating that you have:

1. Lived in the State of PA for the last 10 years
2. Have not been convicted of any of the offenses listed here that would disqualify your participation
 - a. Chapter 25 (relating to criminal homicide)
 - b. Section 2702 (relating to aggravated assault)
 - c. Section 2709.1 (relating to stalking)
 - d. Section 2901 (relating to kidnapping)
 - e. Section 2902 (relating to unlawful restraint)
 - f. Section 3121 (relating to rape)
 - g. Section 3122.1 (relating to statutory sexual assault)
 - h. Section 3123 (relating to involuntary deviate sexual intercourse)
 - i. Section 3124.1 (relating to sexual assault)
 - j. Section 3125 (relating to aggravated indecent assault)
 - k. Section 3126 (relating to indecent assault)
 - l. Section 3127 (relating to indecent exposure)
 - m. Section 4302 (relating to incest)
 - n. Section 4303 (relating to concealing death of child)
 - o. Section 4304 (relating to endangering welfare of children)
 - p. Section 4305 (relating to dealing in infant children)
 - q. A felony offense under section 5902(b) (relating to prostitution and related offenses)
 - r. Section 5903(c) or (d) (relating to obscene and other sexual materials and performances)
 - s. Section 6301 (relating to corruption of minors)
 - t. Section 6312 (relating to sexual abuse of children)
 - u. The attempt, solicitation or conspiracy to commit any of the offenses set forth in this list
 - v. Any equivalent crime under Federal law or the law of another state

In no case shall the church approve an applicant if the applicant's criminal history record information indicates the applicant has been convicted of a felony offense under the act of April 14, 1972 (P.L.233, No.64), known as The Controlled Substance, Drug, Device and Cosmetic Act, committed within the five-year period immediately preceding verification under this section

Dismissal – If the information obtained reveals that the applicant is disqualified, the applicant shall be immediately dismissed from their activities at the church.

If you are arrested for or convicted of an offense that would constitute grounds for denying participation as a volunteer, or are named as a perpetrator in a founded or indicated report, you shall provide the church with written notice not later than 72 hours after the arrest, conviction or notification that you have been listed as a perpetrator in the Statewide database.

Full Name _____

Signature _____

Date _____