

# Volunteer Clearance Instructions

All staff and volunteers working with children must obtain a Child Abuse Clearance, a Pennsylvania Criminal Clearance, and either an FBI Federal Criminal History Clearance (fingerprint background check) (\$26.00) or the FBI exemption form prior to working/volunteering at Connection Christian Church. New clearances must be obtained every five years.

## **ACT 34 –PA STATE POLICE CRIMINAL RECORD CHECK**

1. Go to <https://epatch.state.pa.us/Home.jsp>.
2. Volunteers: Click New Record Check (Volunteers Only)  
Paid Staff: Select Submit a New Record Check
3. Complete the application. Verification will be obtained immediately. Once the application is complete, click the Control Number, click Certification Form and Print the form.

## **ACT 151- PA CHILD ABUSE HISTORY CLEARANCE**

1. Go to <https://www.compass.state.pa.us/CWIS>. You will need to create an account first. After creating your account, you will receive an email with your password in order to log in to the website. Then you will need to create a permanent password. (Make note of your User Id and password for future use.) You will need to log back in with a permanent password and click Create Clearance Application and complete the application.
2. Volunteers: Please be sure to select the appropriate type of clearance (Volunteer). Volunteer Category should be listed as Other and the Agency Name should be Connection Christian Church. Towards the end of your application process, you will be asked if the organization provided an "Authorization Code"; select No. We do not have a code.  
Paid Staff: Select the option for Individual of 14 years or older with a paid position.
3. Verification can take up to 14 days and applicants can choose to receive notification via email, mailed to their home address, or both.

## **FBI FEDERAL CRIMINAL HISTORY CLEARANCE**

This clearance is ONLY required if you have lived in the state of PA for less than 10 consecutive years or if you are a staff member responsible for children. If this clearance is required, please submit your receipt to Barb Wolfe for reimbursement. If you have lived in PA for 10 consecutive years, please skip these instructions and complete the FBI exemption form.

1. Appointments to be fingerprinted are not required, but **pre-registration is required** either online or by phone. To register online, go to <https://uenroll.identogo.com/> using service code: **1KG6ZJ**. You will then see the following options:

The screenshot shows a website interface for "1KG6ZJ - Pennsylvania DHS-Volunteer". At the top, there is a "Back to Home" link. Below this, there are four main options listed:

- Schedule or Manage Appointment**: Schedule an in-person appointment or change an existing appointment.
- What do I need to bring to enrollment?**: Find out which documents you need to bring to the enrollment center to facilitate processing.
- Locate an Enrollment Center**: Locate and get directions to an enrollment center near you.
- Submit A Fingerprint Card by Mail**: Complete the pre-enrollment information necessary to submit a fingerprint card enrollment by mail.

At the bottom of the page, there are two additional options in a dark blue bar:

- Check the Status of your Service**: Check your status or reprint your cardscan registration form. For additional help, call 855.845.7434.
- Manage an existing Appointment**: Reschedule an existing appointment or schedule a retake.

If you would prefer registering by telephone please call 1-844-321-2101 and listen to the options menu.

2. You will need to bring one of the following documents with you:

- Canadian Commercial Driver's License (CDL)
- Commercial Driver's License issued by a State or outlying possession of the U.S.
- Department of Defense Common Access Card
- Driver's License PERMIT issued by a State or outlying possession of the U.S.
- Driver's License issued by a State or outlying possession of the U.S.
- Employment Authorization Card/Document (I-766) with Photo
- Enhanced Driver's License (EDL)
- Enhanced Tribal Card (ETC)
- Foreign Driver's License (Mexico and Canada Only)
- Foreign Passport
- Merchant Mariner Document (MMD)
- Military Dependent's Card
- Military ID Card
- Passport Book or Card
- Permanent Resident Card / Green Card (I-551)
- Photo ID Waiver for Minors
- State ID Card (or outlying possession of the U.S.) with a seal or logo from State or State Agency
- Uniformed Services Identification Card (Form DD-1172-2)
- Visa
- Visa - F-2 Dependent only

3. Fingerprinting Location for York is below. To view other locations, go to <https://uenroll.identogo.com/workflows/1KG6ZJ/locator/location>

▼ York, PA	300 E 7th Ave	2.25 mi
📍 Identogo 300 E 7th Ave York Learning Center York, PA 17404-2105	<b>Hours:</b> Monday - Wednesday: 10:00 AM - 01:30 PM & 02:00 PM - 05:00 PM The enrollment center is located inside York Learning Center.	

Once you have received all of your cleared clearance reports:

1. Act 34 –Pa State Police Criminal Record Check
2. Act 151- Pa Child Abuse History Clearance
3. FBI Federal Criminal History Clearance OR the FBI Exemption Form (on the last page of this packet)

Please forward a copy via email to [Megan@C3ChristianChurch.com](mailto:Megan@C3ChristianChurch.com) or leave a physical copy at the Connection Center, attn: Megan Ray. Once all clearance reports are received, the ministry leader will contact you.

## **Volunteer Verification for Exemption from FBI Federal Criminal History Clearance**

The Child Protective Services Law requires all volunteers to complete three clearances, including the FBI Federal Criminal History Clearance. However, the Law includes two exceptions which, if applicable, will exempt a prospective volunteer from the FBI clearance: (1) the prospective volunteer has been a resident of Pennsylvania during the entirety of the previous ten-year period; or (2) if not a resident of Pennsylvania during the entirety of the ten-year period, the prospective volunteer has received an FBI clearance at any time since establishing residency in Pennsylvania and provides a copy of the FBI clearance. If you do not meet either of these exceptions, this Verification form does not apply to you, If properly completed, this Verification Form will excuse eligible volunteers from the FBI Federal Criminal History Clearance.

Please read the statements below. If the statements are true and apply to you, please sign and date the Verification at the bottom. If you have any questions about this Verification or your eligibility, you must contact the Church Administrator before submitting the Form.

I swear and affirm that I have been a resident of Pennsylvania during the entirety of the previous ten-year period.

I swear and affirm that:

1. I have never been named in the Statewide database as the perpetrator of a founded report of child abuse committed within the last five (5) years.
2. I have never been arrested or convicted of the following offenses under the Pennsylvania Crimes Code or an equivalent crime under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth:
  - Chapter 25 (relating to criminal homicide).
  - Section 3126 (relating to indecent assault).
  - Section 2702 (relating to aggravated assault)
  - Section 3127 (relating to indecent exposure).
  - Section 2709.1 (relating to stalking).
  - Section 2901 (relating to kidnapping).
  - Section 2902 (relating to unlawful restraint).
  - Section 3125 (relating to aggravated indecent assault).
  - Section 4302 (relating to incest).
  - Section 4303 (relating to concealing death of child).
  - Section 4304 (relating to endangering welfare of children).
  - Section 4305 (relating to dealing in infant children). A felony offense under section 5902(b). (relating to prostitution and related offenses).
  - Section 3121 (relating to rape).
  - Section 3122.1 (relating to statutory sexual assault).
  - Section 3123 (relating to involuntary deviate sexual intercourse.)
  - Sexual 3124.1 (relating to sexual assault).
  - Section 5903(c) or (d) (relating to obscene and other sexual materials and performances).
  - Section 6301 (relating to corruption of minors).
  - Section 6312 (relating to sexual abuse of children).
3. I have never been part of the attempt, solicitation or conspiracy to commit any of the offenses set forth above.
4. I have never had a felony offense under the Controlled Substance, Drug, Device and Cosmetic Act, committed within the five-year period immediately preceding verification.

I make this statement and submit this Verification under penalty of perjury as more fully set forth in 18 Pa. C.S. § 4904.

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Prospective Volunteer Signature

Date