



**Employee and Volunteer
Youth Ministry Application Form
("Approved Adult" Form)
Additional Information**

PENNSYLVANIA CHILD PROTECTIVE SERVICES LAW CLEARANCES

Three separate clearances are required:

- Pennsylvania Child Abuse History Clearance; \$13 for employees, fees waived for volunteers
- Pennsylvania Criminal Record Checks for Volunteers; \$22 for employees, fees waived for volunteers
- Federal Bureau of Investigations (FBI) Criminal Background Check; \$23.85 (requires fingerprinting)
 - For volunteers only, those who have been a continuous resident of Pennsylvania for the past 10 years can obtain a waiver of the FBI background check by swearing or affirming in writing that they are not disqualified from service based upon a conviction of an offense under §6344. There is an affidavit that can be used for this purpose.

Other Info

- Clearances that have been obtained in Pennsylvania within the past 60 months are acceptable and considered current.
- Clearances obtained for employment purposes are acceptable for volunteer purposes.
- Clearances obtained for volunteer purposes are NOT acceptable for employment purposes.
- Clearances are not required for volunteers under 18 years of age.

Pennsylvania Child Abuse History Clearance

Apply online at <https://www.compass.state.pa.us/cwis/public/home>

- Create a Keystone ID and fill out the additional information. Once you have logged in with your Keystone ID and set a permanent password, click on "Create Clearance Application."
- After answering all questions, you may request that a paper version be sent to you, although the electronic version you can print later is acceptable for TLC.
 - You will need to provide addresses for all residences and the people you have lived with since 1975.
- You will get an email from RA-SPPATCH-E-Notify@pa.gov with a Request Confirmation, stating you will receive an email notification of the outcome within 14 days..

Pennsylvania Criminal Record Checks

Apply online at <https://epatch.state.pa.us/Home.jsp>

- Click "Submit New Record Check," choose "Individual Request," and under reason, click "Volunteer" or "Employment", as applicable.
- After following the prompts, click "view queued record check," and then "submit."
- Wait for your record to be processed, then click "Certification Form." Immediately save your official results as a PDF and print.
- See screen shots at the end of this document



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FBI Criminal Background Check

<http://www.dhs.pa.gov/citizens/clearancesbackgroundchecks/>

Fingerprinting Process

- Appointments to be fingerprinted are not required, but pre-registration is required either online or by phone. To register online, go to www.identogo.com; by telephone please call 1-844-321-2101 and listen to the options menu.
- When you register, you must provide a service code. Use:
 - Code 1KG6ZJ for DHS Volunteer (it is titled "DHS" because it is a DHS, Child Protective Services Law requirement) OR
 - Code 1KG756 for Employee >=14 Years Contact w/ Children.
- Once registered, you may walk-in during a location's posted hours of operation but scheduling an appointment may lead to less/no wait times. In order to pre-register for an FBI background check and/or find a fingerprinting location, go to www.identogo.com. It is strongly encouraged that you contact the site prior to going there as the information on the website may differ from actual hours of operation.
- Identogo is also referred to as IDEMIA
- Be aware that your clearance will come on letterhead for PA Department of Human Services.

Affidavit

- Volunteers who have lived in PA continuously for the past 10 years can sign an affidavit. This affidavit is available on the TLC website.

MANDATED CHILD ABUSE REPORTER TRAINING

To be a TLC Approved Adult, you must successfully complete a PA approved training course for Mandated Reporters, as found on the Keep Kids Safe website:

<http://www.keepkidssafe.pa.gov/resources/training/index.htm>. The University of Pittsburgh's Child Welfare Resource Center training (<http://www.reportabusepa.pitt.edu/>) is a free course. This must have completed within the past 60 months.

DISQUALIFYING CRIMES

An applicant who has been convicted of one or more of the following crimes under Pennsylvania law or an equivalent crime under Federal law or the law of another state shall be disqualified from employment and/or volunteer service that involves direct contact with children:

- Title 18, Chapter 25 (relating to criminal homicide).
- Title 18, Section 2702 (relating to aggravated assault).
- Title 18, Section 2709.1 (relating to stalking).
- Title 18, Section 2901 (relating to kidnapping).
- Title 18, Section 2902 (relating to unlawful restraint).
- Title 18, Section 3121 (relating to rape).
- Title 18, Section 3122.1 (relating to statutory sexual assault).
- Title 18, Section 3123 (relating to involuntary deviate sexual intercourse).
- Title 18, Section 3124.1 (relating to sexual assault).



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- Title 18, Section 3125 (relating to aggravated indecent assault).
- Title 18, Section 3126 (relating to indecent assault).
- Title 18, Section 3127 (relating to indecent exposure).
- Title 18, Section 4302 (relating to incest).
- Title 18, Section 4303 (relating to concealing death of child).
- Title 18, Section 4304 (relating to endangering welfare of children).
- Title 18, Section 4305 (relating to dealing in infant children).
- A felony offense under Title 18, Section 5902(b) (relating to prostitution and related offenses).
- Title 18, Section 5903(c) or (d) (relating to obscene and other sexual materials and performances).
- Title 18, Section 6301 (relating to corruption of minors).
- Title 18, Section 6312 (relating to sexual abuse of children).
- The attempt, solicitation or conspiracy to commit any of the above listed offenses.
- A felony offense under the Controlled Substance, Drug, Device and Cosmetic Act of April 14, 1972 (Public Law 233, No. 64) committed within the previous five-year period.

PA State Police Results Pages

Screen Shot 1: After clicking Submit

The screenshot shows the Pennsylvania Access To Criminal History website. At the top, it says "Pennsylvania Access To Criminal History" with the Commissioner Robert Evanchick and Gov. Thomas W Wolf. Below that is a navigation bar with "Home", "Record Check", and "Help". The main heading is "Record Check Request Results". A message states: "The results of your background check requests are displayed below. This page will automatically refresh several times and update the status of your record checks. Please wait until processing has finished before reviewing any background checks. Once processing is complete, click on the Control Number hyperlink to view the details of a specific record check." Below this is a table:

Control #	Subject Name	Date of Request	Status
R24175885	Best, Susan Louise	09/24/2020 06:46 PM	No Record

Below the table, it says "One item found." and "1". At the bottom, there is a survey link: "Please tell us about your experience using PATCH by completing this short survey! Click here for more information." and a footer with "Home | Record Check | Help | Privacy Policy | PA State Police Home Page".

Screen Shot 2: When Certificate is available, click on "Certification Form" to get a pdf of your certificate.

The screenshot shows the Pennsylvania Access To Criminal History website. At the top, it says "Pennsylvania Access To Criminal History" with the Commissioner Robert Evanchick and Gov. Thomas W Wolf. Below that is a navigation bar with "Home", "Record Check", and "Help". The main heading is "Record Check Details". A message states: "This screen displays the details of a particular record check request. The request process has been completed. You may now print the certification form for your records. Nothing will be mailed to you. To view/print the invoice associated with this record check request just click on the invoice number hyperlink. To view/print the certification form for this request click on the Certification Form hyperlink." Below this is the following information:

Control #R24175885
Requested by Susan Louise Best

Subject Name: Best, Susan Louise	Status: No Record
Race: White	Request Date: 09/24/2020 06:46 PM
Sex: F	Last Update Date: 09/24/2020 06:46 PM
Date of Birth: 03/22/1954	Fee: \$0.00
Social Security #: [REDACTED]	Payment Method: Free
Reason for Request: Volunteer	Invoice #: R24175885

At the bottom, there is a "Certification Form" link circled in red and a "Back" button.