

## Volunteer Background Checks

Thank you for your interest in becoming a volunteer to support the youth programs of Faith church. We recognize your contribution and look forward to this being a meaningful relationship for all parties.

In addition to your time, however, there are a few requirements that will need to be addressed in order to comply with applicable Pennsylvania laws. Our [Child/Youth Protection Policy](#) is meant to both protect our children and guide and protect those who work with them.

All volunteers who interact with our youth are required to submit the background clearances below that are accessible from the following government website:

<http://www.dhs.pa.gov/publications/findaform/childabusehistoryclearanceforms/index.htm>

- 1) Child Abuse History Clearance – PA Department of Human Services  
(Pre-clearance – you will require addresses where lived since 1975)  
Click on ‘Child Welfare Portal’ link to ‘Create Individual Account’ – When completing, request to receive a mailed copy of the clearance within 14 days
- 2) Criminal Record Checks for Volunteers - Pennsylvania State Police (PSP)  
Click ‘Online Request’ link; PA Access to Criminal History (PATCH); Choose ‘New Record Check’ box (Volunteers Only); After completion follow instructions to print Certificate Form

There are no costs involved for the above volunteer background checks.

- 3) Federal Bureau of Investigations (FBI) Criminal Background Checks - Volunteers **who have NOT been a PA resident for the previous ten (10) years** would be required to obtain fingerprints. Information is provided to pre-register for digital fingerprints at [www.identogo.com](http://www.identogo.com). You will need to supply the following code - 1KG6ZJ.

There is a cost associated with this background check and the church will reimburse you.

From the Church Child/Youth Protection Policy, your signature is required on the following:

- 4) Appendix H - acknowledgement and understanding of the policy
- 5) Appendix C – volunteers **who HAVE BEEN a PA resident for the previous ten (10) years**, must affirm they are not disqualified from service due to any offense or conviction.

Copies of the above items should be placed in the Personnel Committee’s mailbox to track compliance. Volunteers will be required to obtain clearances every 60 months.

Any questions can be directed to your committee chair or the Personnel Committee. The church appreciates your willingness to serve.