

Good Shepherd Lutheran Church of South Hills
Young Adult and Children Volunteer Information – Clearance Requirements and Instructions

VOLUNTEER CLEARANCE REQUIREMENTS

In accordance with Pennsylvania State Law, **all volunteers shall obtain clearances** if they:

- Are ***responsible for the welfare of a child*** (acting in lieu of or on behalf of a parent) *OR*
- Have ***direct volunteer contact*** (provides care, supervision, guidance or control on a regular/repeated basis which is integral to the volunteer responsibilities) ***with children under the age of 18***

This state law is inclusive of church volunteers. The clearances shall be current and must be updated every 5 years. **It is Good Shepherd's policy that a volunteer's clearances be obtained prior to working with the children and youth, and the clearance certificates shall be provided to the Church Office to be kept on file.**

The following clearances shall be obtained:

1. Pennsylvania Criminal Record Check
2. Pennsylvania Child Abuse History Clearance
3. FBI Criminal History Record Check/Fingerprint Clearance – ***only if*** the volunteer has resided in Pennsylvania for less than 10 years. Otherwise, a waiver may be signed.

COST AND HOW TO OBTAIN THE CLEARANCES

Pennsylvania Criminal Record Check

- This clearance is free to volunteers.
- The results are generally received within two weeks, online with a paper copy to print.
- The clearance may be obtained here: <https://epatch.state.pa.us/Home.jsp>

Pennsylvania Child Abuse History Clearance

- This clearance is free to volunteers.
- The results are generally received within two weeks, online with a paper copy to print.
- The clearance may be obtained here: <https://www.compass.state.pa.us/cwis/public/home>.

FBI Criminal History Record Check

- There is a fee for this clearance check. It is between \$20 and \$30.
- The applicant must register prior to going to the fingerprint site. Registration may be done online at <https://uenroll.identogo.com> or you may call 1-844-321-2101.
- Once you register, you have 90 days from the registration date to go to one of the fingerprint locations to get your fingerprints. To see a list of approved fingerprint locations, please visit <https://www.identogo.com/locations>. It is recommended you schedule an appointment for the fingerprinting. It may take up to 2 weeks to get that appointment scheduled.
- The results from this clearance are generally received within two weeks after the actual fingerprinting via a paper copy mailed to your home.

The FBI Clearance is NOT needed if the volunteer has been a resident of the state of Pennsylvania for the entirety of the last 10 years AND the volunteer has never been convicted of a disqualifying offense. In this case, the volunteer is exempt from the FBI clearance and shall complete the attached Children and Youth Volunteer Affirmation Waiver form.

CLEARANCE SUBMISSION

Submit all completed paperwork to the Church Office.

**Good Shepherd Lutheran Church of South Hills
Children and Youth Volunteer Affirmation Waiver**

**VOLUNTEER REQUEST FOR WAIVER OF
FBI – FEDERAL CRIMINAL HISTORY FINGERPRINT RECORD CHECK**

I declare under penalty of perjury that the following is true and correct:

1. I have been a resident of the Commonwealth of Pennsylvania during the **entirety of the previous ten-year period** from the date of this document;
2. I have **NEVER** been named the perpetrator of a founded report of child abuse;
3. I have **NEVER** been convicted of one or more of the following types of offenses, including the attempt, solicitation or conspiracy to commit any of the following offenses:
 - a. Criminal homicide
 - b. Aggravated assault
 - c. Stalking
 - d. Kidnapping
 - e. Unlawful Restraint
 - f. Rape
 - g. Statutory sexual assault
 - h. Sexual assault
 - i. Involuntary deviate sexual intercourse
 - k. Indecent assault
 - l. Indecent exposure
 - m. Incest
 - n. Concealing the death of a child
 - o. Endangering the welfare of a child
 - p. Dealing in infant children
 - q. Prostitution and related offenses
 - r. Crimes related to obscene and other sexual materials and performances
 - s. Corruption of minors
 - t. Sexual abuse of children
4. Within a 5-year period immediately preceding the date of this document, I have not been convicted of a felony offense under The Controlled Substance, Drug, Device and Cosmetic Act; AND
5. I have not been convicted of an offense similar in nature to those crimes listed under paragraphs 2, 3, or 4 above 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 Pennsylvania law.

I understand that statements herein are made subject to the penalties of 18 Pa. C.S. § 4904 relating to unsworn falsification to authorities.

Signature

Date

Printed Name