

**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 (60 months) from the date of the oldest clearance. **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 State Police Criminal Record Check – all volunteers
2. Pennsylvania Child Abuse History Clearance – all volunteers
3. FBI Criminal History Clearance – **only if** the volunteer has resided in Pennsylvania for less than 10 years **or** has been convicted of a disqualifying offense (see waiver for this list). Otherwise, a waiver may be signed.

COST AND HOW TO OBTAIN THE CLEARANCES

Pennsylvania State Police Criminal Record Check

- This clearance is free to volunteers.
- Results are often received immediately when applied for online. Applicants may then view and print their results.
- **The clearance may be obtained here:** <https://epatch.state.pa.us/Home.jsp>

(Additional details about how to submit this application may be found here:

<https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/Criminal-Background-Check.aspx>)

Pennsylvania Child Abuse History Clearance

- This clearance is free to volunteers when requested one time within 57 months.
- The results are generally received electronically within two weeks (14 days) when applied for online. Applicants may then view and print their results.
- **The clearance may be obtained here:** <https://www.compass.state.pa.us/cwis/public/home>. Create an individual account to obtain your volunteer clearance.

(Additional details about how to submit this application may be found here:

<https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/PA-Child-Abuse-History-Clearance.aspx>)

FBI Criminal History Clearance

- Volunteers currently pay a fee of \$22.60 for this clearance check (as of 5/5 2021)
- 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.

- The service code for all volunteers is 1KG6ZJ (DHS Volunteer). All volunteer services are included within this code. It is titled "DHS" because it is a Department of Human Services Child Protective Services Law requirement.
- 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>. You may walk-in to a location's posted hours of operation, but it is recommended you schedule an appointment for the fingerprinting to lessen your wait time. It may take up to 2 weeks to get that appointment scheduled.
- The results from this clearance are generally received within two weeks (14 days) 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 CLEARANCE**

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