

Instructions for Volunteer Background Clearances

PA law now requires prospective employees and volunteers to obtain the following background checks:

1. Criminal History Record Information obtained from the PA State Police (\$10 fee – waived as of July 25, 2015)

2. Child Abuse Clearance obtained through the PA Department of Public Welfare (now known as the Department of Human Services) certifying if the applicant is named in the statewide database “as the alleged perpetrator in a pending child abuse investigation or as the perpetrator of a founded report or indicated report” of child abuse. (\$10 fee – waived after July 25, 2015)

3. Federal Criminal History Record Information obtained by submitting a full set of fingerprints to the PA State Police or its authorized agent for submission to the Federal Bureau of Investigation “for the purpose of verifying the identity of the applicant and obtaining a current record of any criminal arrests and convictions.” (\$28.75 fee)

These applications are not complicated to complete. Anyone who has not lived in the state of PA for at least 10 consecutive years must get an **FBI Clearance**. Residents of PA for 10 years or more can just fill out a witnessed affidavit in lieu of doing the FBI clearance. A copy of the affidavit is below.

IF you have already gotten the required clearances for a job and/or another volunteer capacity - you don't need to apply again - just send us all the final paperwork for each of the clearances.

1 - For the Criminal Background Check

You MUST do this application FIRST. Go to <https://epatch.state.pa.us/Home.jsp> and you will get the on-line application. Once you get it confirmed you just need to send that confirmation to us for our records. *Be sure to keep going all the way to the end in order to receive the official certificate of clearance!* A copy of this clearance certificate must be included with your child abuse application below. (It can all be done very quickly by email. If you mail in the Criminal Background Records Check Policy, it may take 2-3 weeks to receive the certificate.) The fee for this application, which will be waived starting in July 2015.

2 - For the Child Abuse Application

Once you have the criminal background check certificate, then go to

<http://www.dhs.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm>

This application can NOT be done online - you MUST mail it in. It usually takes 2-3 weeks to receive your clearances. There is another \$10 fee for this application which will be waived starting in July 2015. [Click Here for Child Abuse Form](#)

3 - For the FBI Clearances - if you've lived in PA 10 or more years:

You will not need to complete an FBI clearance form if you have lived in PA 10 or more years. You WILL need to submit an affidavit to St. David's. This affidavit will need to be witnessed.

[Click Here for FBI Affidavit >](#)

You can mail it to us at **St. David's Church 763 S. Valley Forge Rd., Wayne, PA 19087**, or scan/email it to us at clearances@stdavidschurch.org.

For the FBI Clearances - if you've lived in PA less than 10 years:

Volunteers who have lived in PA less than 10 years must obtain an FBI Federal Criminal History Clearance which also requires fingerprint submission. The steps to get this clearance include:

- Go to www.pa.cogentid.com to register.
- Go to the "Department of Human Services"
- Then "register online"
- Go through the online registration process - it could take 10-15 minutes to complete the form. *IMPORTANT NOTE: one of the required options ask you why you need to get your fingerprints done. The option you should choose is: **Employment with the likelihood of contact with children***
- Once you have completed the form, print out the last screen where it says you have completed registration.
- The clearance costs \$27.50 (as of May 2015). The fee can be paid online with a credit card.
- Once you have your registration ID number - then you need to take that number (as well as a passport or driver's license) to a fingerprint agency. The closest one is the **UPS Store in Gateway Shopping Center**. There is no additional charge here - just be sure to take the ID number and your ID. Hours are Monday-Friday 10-6, Saturday 10-4. Closed Sunday.
- In 48 hours you can see your results online. A written receipt will come in the mail in 2 weeks.
- St. David's must have a copy of the written receipt before you can do any volunteering with children.
- For questions about the FBI clearance - go to https://www.pa.cogentid.com/index_dpwNew.htm

When you get all the final clearances - please mail a copy of them to
St. David's Episcopal Church
763 S. Valley Forge Rd.
Wayne, PA 19087
Att: Clearances