

CHILD CLEARANCE INFORMATION FOR VOLUNTEER STAFF

In order to comply with Pennsylvania legislation regarding clearance policies within organizations, you are being asked to complete the following steps. Under the law, ministry volunteers 18 or older, in direct contact with children are required to have a PA Child Abuse Clearance, PA Criminal Record Check, and an FBI (Waiver of Background Check) on file. Clearances will be **renewed every 5 years**.

If you have currently valid clearances you do not need to apply for clearances again. Simply submit an electronic copy of your clearances to **clearances@stdavidschurch.org** or mail a hard copy to the church office before you begin to serve (mail to: St. David's (Radnor) Episcopal Church, 763 S. Valley Forge Road, Wayne PA 19087, ATTN: Human Resources). Be sure to take the necessary precautions (It is recommended for your own security that if you choose to mail your forms in, do not write the phrase "Clearances" on the envelope). If you choose to email your documents, we encourage you to delete the sent message from your email-outbox.

Be assured, your information will be handled in a secure manner. Always retain originals for your records.

This process will only take you a few minutes, but it may take the state up to two weeks to return your results, so please begin as soon as possible.

(NOTE: FBI clearances will be mailed to your home).

Once documents are sent by you to STDC and processed in our office, you will receive a confirmation email indicating that you are cleared to serve. The following 3 pages describe the process to obtain the following Background Checks/Clearances:

- 1. Pennsylvania Child Abuse Clearances (CY113) – no cost**
- 2. Pennsylvania Criminal Record Checks (SP4-164A) – no cost**
- 3. FBI Clearances:**

If you have lived in the Commonwealth of PA for the last 10 years, sign and return the **Affadavit for FBI Background Check** form to us via email at **clearances@stdavidschurch.org** or mail to: St. David's (Radnor) Episcopal Church, 763 S. Valley Forge Road, Wayne PA 19087, ATTN: Human Resources)

IF YOU HAVE LIVED OUTSIDE OF THE COMMONWEALTH OF PENNSYLVANIA WITHIN THE LAST 10 YEARS, you must also submit the FBI Criminal Background Check form.

If you have any questions about this process, we are happy to assist you. Please contact us at **clearances@stdavidschurch.org** or call the church office during business hours (610-688-7947).