



VOLUNTEERS: MANDATORY CLEARANCES

Pennsylvania State Child Protective Service law requires that all volunteers, who come into contact with or are responsible for children, submit the following clearances every 60 months:

Clearances for Volunteers Living in PA for fewer than 10 years:

- Federal Bureau of Investigation Fingerprint Clearance
- Pennsylvania State Police Clearance (no fee for volunteers)
- Pennsylvania Child Abuse History Clearance (no fee for volunteers)

Clearances for Volunteers Living in PA Continuously for 10 years:

- Federal Bureau of Investigation FBI Affidavit
 - Pennsylvania State Police Clearance (no fee for volunteers)
 - Pennsylvania Child Abuse History Clearance (no fee for volunteers)
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OBTAINING YOUR REQUIRED BACKGROUND CHECKS

1. PA State Police Criminal Record Check:

- Can be obtained online at <https://epatch.pa.gov/home> with results available within a few minutes.
- There is no fee for volunteers.

2. PA Department Human Services Child Abuse History Clearance:

- Can be obtained online at <https://www.compass.state.pa.us/CWIS> with results usually within 14 days.
- Volunteers receive 1 free report every five years (60 months).

3. Federal Criminal Background Check:

- Go to <https://uenroll.identogo.com/> [Service Code **1KG6ZJ**] to schedule an appointment and pay for the background check.
 - Or, if you are a Pennsylvania resident for 10 years or more, you can provide the [FBI Affidavit](#).
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CLEARANCE RENEWAL REQUIREMENTS

All required clearances, including FBI, must be renewed every five years (60 months).

Volunteers who have been a resident of Pennsylvania for fewer than 10 years must renew their FBI Fingerprint clearance until they reach 10 years of residency in Pennsylvania. Once the volunteer meets the 10-year residency requirement, they must complete a Disclosure Statement Application for Volunteers, which must be submitted every five years.

Clearances that were completed for your employer or another organization where you volunteer may be submitted. Please submit copies of all clearances to the church office upon receipt, Attention: Lisa Babcock. Volunteers must have proper clearances and an [Application/Release Form](#) on file in the church office.

For information on the State Required clearances at Family Life Church and to submit documents: please contact lisababcock@myfamilylife.church.