



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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TO OBTAIN 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).
- Before you start completing your Pennsylvania Child Abuse History Clearance application you should have the following information:
 - Addresses where you have previously lived since 1975; partial addresses are acceptable;
 - Names of all individuals with whom you have lived since 1975, including parents, guardians, siblings, spouses and roommates;
 - Any previous names that you have used or names that you have been known by; and
 - If you do not have all of the information required to complete a clearance application at this time, you may begin and then save your application to be completed at a later date. All saved applications will be available to you for six months following the date of creation.
 - Request a **PAYMENT CODE** from the church office to have the results sent to the church office.

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](#).

4. Provide copies to Family Life Church. Contact the church office for more info.

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.