

## INSTRUCTIONS FOR OBTAINING BACKGROUND CLEARANCES FOR THE CHURCHES OF BEAVER-BUTLER PRESBYTERY

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### **Instructions**

Pennsylvania State Law requires all persons that work with children and youth to obtain the clearances described below. This requirement is for paid staff and volunteers including, but not limited to pastors, associate pastors, ruling elders, deacons, trustees, Sunday school teachers and helpers, Vacation Bible School teachers and helpers, etc.

Clearances are valid for up to 5 years. After expiration, the same process is followed to obtain new ones.

The process for volunteers is slightly different from the process for paid staff:

<h3><b>Paid Staff</b></h3>
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(i.e. pastors, associate pastors, commissioned pastors, Christian educators, youth directors, etc.)
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Paid staff must obtain **3 separate clearances**. Step by step instructions are provided below.

You will complete the: 1. The Pennsylvania State Police Background Check, 2. Pennsylvania Child Abuse History Clearance Check, and 3. The FBI Fingerprint Check (you will need to go to a state authorized fingerprinting location). There are fees for all 3 of these clearances. The state will not except volunteer clearances in place of the paid clearances.

Here's how to get your clearances:

### **Clearance # 1, the PA State Police Background Check**

1. Visit the following website: <https://epatch.state.pa.us/Home.jsp>
2. Click on "Submit a New Record Check" (requires a credit card),
3. Agree to their policy, and
4. Enter your information.
5. Once you've entered all your information, the website may generate the certificate of completion though sometimes there is a delay and your certificate is emailed to you.

### **Clearance #2, the PA Child Abuse History Clearance**

1. Visit the following website: <https://www.compass.state.pa.us/cwis/public/home>
2. Click on "Create a New Account" You will need to create your own user account for this clearance. Enter the required information to log in and set up the account.
3. Once this is complete and you've logged in, you may need to click on "Access my Clearances."
4. Select "Create Clearance Application" and enter the appropriate information.
5. Once this is complete, you will receive your certificate of completion by email. It may take several weeks.

### **Clearance #3, the FBI Clearance**

1. Visit the following website: <https://www.identogo.com/services/live-scan-fingerprinting>
2. Select “Pennsylvania”, then
3. Select “Digital Finger Printing” and enter the code: **1KG756** (for employees >14 responsible for children)
4. Schedule an appointment and pay with a credit card.
5. Follow the instructions and print necessary documents.
6. You will then go to a finger printing location. You must register online BEFORE going to the finger printing site. You’ll need your driver’s license.
7. You should receive your certification in the mail.

All minister members of Presbytery (i.e. pastors) must send completed clearances to the Presbytery Office, though churches may desire to keep a copy in a locked file. The church should retain a record of completed clearances for all other persons in a locked file.

## Volunteers

(all volunteers that may work with children and youth)

Volunteers will obtain first two clearances as paid staff (above). The process to obtain these two clearances is identical except that the clearances are free for volunteers.

Volunteers that have lived in the Commonwealth of Pennsylvania for 10 consecutive years do not need to complete the FBI fingerprinting. Volunteers that have lived in Pennsylvania for 10 years, and are not being fingerprinted for the FBI clearance will need to complete the Affirmation of Residence Form. That Affirmation of Residence Form is kept on file with the PA State Police Clearance and PA Child Abuse History Clearance at the church (in a locked file).

There is a fee for the FBI Fingerprint Clearance.

In summary, you will obtain: 1. The Pennsylvania State Police Background Check, 2. Pennsylvania Child Abuse History Clearance Check, and 3. **EITHER** the FBI Fingerprint Clearance (if you have not lived in PA for 10 consecutive years) **OR** the Affirmation of Residence Form (if you have lived in PA for 10 consecutive years).

Here’s the step by step process:

### Clearance # 1, the PA State Police Background Check

Visit the following website:

<https://epatch.state.pa.us/Home.jsp>

Click on “Submit a New Record Check (Volunteers Only)”,

Agree to their policy, and

Enter your information.

Once you’ve entered all your information, the website will generate the certificate of completion.

### Clearance #2, the PA Child Abuse History Clearance

Visit the following website:

<https://www.compass.state.pa.us/cwis/public/home>

Click on “Create a New Account” You will need to create your own user account for this clearance. Enter the required information to log in and set up the account. Once this is complete and you’ve logged in, you may need to click on “Access my Clearances.”

Select “Create Clearance Application” and enter the appropriate information. Be sure to select volunteer.

Once this is complete, the website may generate a certificate of completion though it can take several weeks.

### **Clearance #3, the FBI Clearance**

Again, this is required for volunteers that work with children **AND** has lived outside of Pennsylvania within the last 10 years.

If you do not need to complete this clearance (you’ve lived inside PA for the last 10 years) you need to fill out the Affirmation of Residency form and submit it in lieu of the FBI Clearance.

If you do need to complete the FBI Clearance:

1. Visit the following website: <https://www.identogo.com/services/live-scan-fingerprinting>
2. Select “Pennsylvania” under “Digital Finger Printing”
3. Select “Digital Finger Printing” and enter the code: **1KG6ZJ**
4. Schedule an appointment and pay with a credit card
5. Follow the instructions and print necessary documents.
6. You will then go to a finger printing location. You must register online BEFORE going to the finger printing site. You’ll need your driver’s license.
7. You should receive your certification in the mail.

The church should retain a record of completed clearances for all volunteers and paid staff in a locked file.